

# TRAVEL OPERATIONS

## ADM-358

### Duplicate Receipts

1. If you lose or misplace an original receipt, you must obtain a duplicate from the vendor in order to submit your travel claim. You must include the following written statement, signed by the traveler and the approver: **“I certify that the original receipt for this transaction has been lost, misplaced, or that I was never issued a receipt. I further certify that I have not submitted, nor will submit in the future, either the original receipt or a duplicate for payment or reimbursement.”**
2. In the unlikely event that no receipt can be obtained (even a duplicate), you must provide the reason that no receipt could be obtained. In the absence of a satisfactory explanation, the amount involved will be disallowed.
3. You must also provide a) the credit card slip; b) your credit card statement; or c) a copy of the front and back of the cancelled check that was used to pay for the transaction.