



TRAVEL DEPARTMENT SUBSTITUTE RECEIPT FORM

This form is to be completed as documentation only if the actual itemized receipt is not attainable for a transaction made for university business. Use of this form in lieu of an actual receipt should be a rare exception, not the rule. Using the form more than twice in any fiscal year may result in a discussion during the closing conference. The form must be filled out completely, signed by the traveler and the traveler's supervisor.

TRAVEL AUTHORIZATION #:	
UMC:	
ON CAMPUS EXTENSION:	
DATE TRAVEL TOOK PLACE:	

DESCRIPTION/ ITEMS PURCHASED	COST
TOTAL	

Why is the original itemized receipt missing? _____

Purpose of Transaction: _____

Traveler's Signature _____ Date: _____

Printed Name: _____

Signature of Supervisor _____ Date: _____

Printed Name: _____

Title: _____