



Lost or Unobtainable Receipt Form

Attach to Expense Reimbursement Form:

CAHU
2520 Venture Oaks Way, Ste 150, Sacramento, CA 95833
EMAIL: info@cahu.org

****Note: This form may not be used for Car Rentals, Hotel Stays, or Airfare.****

Use this form when:

1. A receipt cannot be obtained from the vendor. Charges have been made through a vendor who **cannot** provide a receipt, e.g., telephone orders.
2. A duplicate receipt **cannot** be obtained from the vendor to replace one that has been lost. Use this form after you have tried and failed to obtain an original or faxed copy of a lost receipt from the vendor.

CAHU Member Name: _____

Date Submitted: _____ Total Receipt Amount: \$ _____

Item Description: _____

Business Reason: _____

Vendor Name: _____

Item Price: \$ _____ Tax: \$ _____

Member attests to missing valid receipt:

Approved by VP Finance:

X _____

X _____