



# Memorandum For Record

Documentation in Lieu of Receipt or Invoice

Today's Date

All transactions on the University Travel Card require a receipt. If a receipt has been lost, or is otherwise unavailable, please fill out this form and attach to the expense line item on your expense report in Concur.

## **TRANSACTION INFORMATION:**

Vendor Name:

Transaction Date:

Transaction Amount \$

Tax Amount \$

Item(s) Purchased (Please Itemize):

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Item(s) Purchased For:

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Reason for Missing Receipt:

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## **CERTIFICATION:**

I \_\_\_\_\_ (purchaser name) certify that the above purchase was made by me for University/Agency Business and I verify that there was no unallowable tax charged on this purchase. Additionally, if a business meal was purchased, I have documented the 5 IRS "W's" and itemized the alcohol purchased separately and have indicated a non-restricted account for the alcohol charge.

Name (Please Print):

Relationship to Cardholder:

Signature:

Date

Department Approval:

Date