What should I do if I lost my travel receipt?

Tell Me

1. If the reimbursable expense is **less than $25**:  
   1. The traveler must indicate the expense type incurred on the **Request for Travel Reimbursement** and  
   2. In the **Other Notes** area, next to the same expense, note that the receipt for the expense was lost.
2. If the reimbursable expense is **over $25**:  
   1. The traveler should try to obtain a duplicate receipt from the vendor.
   2. If the traveler cannot obtain a duplicate receipt, submit a **Missing Receipt Affidavit** and support for the form of payment (i.e., a redacted copy of the credit card statement to support the credit card expense) along with the **Travel Reimbursement & Expense Report (TRER)**.

**Warning**

Do not submit any documentation to the Travel Office that includes full credit/debit card numbers, or what is referred to as “Primary Accounts Numbers” ("PANs"). This personally identifiable information must be redacted. For more detailed information on this, please refer to the **Travel Manual**.

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**Related Articles**

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