What should I do if I lost my travel receipt?

Tell Me

1. If the reimbursable expense is equal to or less than $25:
   1. The traveler must indicate the expense type incurred on the Travel Reimbursement & Expense Report and 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.

Related Articles

- How do I submit documents using the Imaging Document Submission (IDS) TCP Invoices eForm?
- How is travel status determined?
- What should I do if I lost my travel receipt?
- What is the electronic Travel Authorization Form (eTA)?
- How do I get reimbursed for a business meal that exceeds State subsistence?