What should I do if I lost my travel receipt?

Tell Me

1. If the reimbursable expense is **equal to or less than $25**:  
   a. The traveler must indicate the expense type incurred on the [Travel Reimbursement & Expense Report](#) and  
   b. 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**:  
   a. The traveler should try to obtain a duplicate receipt from the vendor.  
   b. 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?