



# CITI BANK TRAVEL (CBT) MISSING RECEIPT FORM

This form is to be used for lost or missing receipts.

Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Account # (last 6 digits): \_\_\_\_\_

### Missing Receipt Information

MERCHANT NAME: \_\_\_\_\_

DATE OF PURCHASE: \_\_\_\_\_

### DESCRIPTION OF PURCHASE:

(Provide as much information as possible by listing items purchased to replace the itemized receipt)

**BUSINESS MEAL PURPOSE:** (attach Business Meal Form)

**PURCHASE AMOUNT:** \$ \_\_\_\_\_

**RECEIPT WAS:** (check one)

**LOST**

**NOT AVAILABLE**

**OTHER, please explain** \_\_\_\_\_

### CERTIFICATION:

I, \_\_\_\_\_, THE UNDERSIGNED DO CERTIFY THAT I  
(Type or Clearly Print Name)  
ATTEMPTED TO CONTACT THE VENDOR TO OBTAIN A COPY OF THIS RECEIPT BUT THE VENDOR  
WAS UNABLE TO PROVIDE ONE. I FURTHER CERTIFY THAT THE ABOVE PURCHASE WAS MADE FOR  
OFFICIAL UNIVERSITY BUSINESS.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_  
(Print)

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_