Complete Receipt

A complete receipt must have <u>ALL</u> of the following:

- Transaction date
- Vendor name
- Itemized/item description
- Amount paid
- Form of payment
- Payee name

Declara	tion of M	lissing Receipt								
Payment Re original rece	hipt was lost or n	xpense Expense Report (a darhment instructions), or inisplaced by the payee and y not expenses cannot be chara	cou are unable	to o	btsin	a duplicate,	ic o	e Eo	reion) if th	he
*Original rece Business Me completed D Missing Orig • Extraord supporte • Gifts pro • Local tra • Miscella specified	ipto are nequired, interaction of Missi glinal receipts for: inary items such a d by justification vided to a host co responsation costin neous expenses o above costing \$7	per University of California Polo cere, and Other Oceasional for s ng Roceipt form must be antiach as repair of accidential car dama sting \$25 or more g \$75 or more a ny other reimbursable forms r 5 or more A crudit card statement car	es <u>BB-G-28</u> (Ten vecific soperses ed to the approp <u>Missing</u> e, Airlen • Regi abio • Meal of over wort be subsitive	a li n printe li arce si or \$75	Reput eccipto a repo ized a profilion fea plad) light re per oc	tions) and B s are missing et or form: iniginal receip al, and lodgin al (confirmation (confirmation) of eshments a cossion	or u g es on si	pens howi	ailaible, this ses ing dollar an	mount
N you require i Date	Amount	Expense Type	le .	Includes Alcohol?		Alcohol				
			^^	Alcoh		Amount	State Funds?			۰.
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realize or Pa	100	1/06		_						

IMPORTANT: Declaration of Missing Receipts (DMR) must be included when any one of these elements are missing. Credit card statements without a DMR are not accepted by AP as supporting documents to an incomplete receipt.

Link to DMR: <u>https://supplychain.ucsf.edu/sites/supplychain.ucsf.edu/files/Travel%20Declaration%20of%20</u> <u>Missing%20Receipt-Source%20Document.pdf</u>