



# NEW YORK UNIVERSITY

## MISSING/INADEQUATE DOCUMENTATION REPORT

*Use this form when you are requesting reimbursement from the University for expenses that are not supported by original receipts or other documentation deemed appropriate by the Expense Reimbursement Policy of the University.*

*This form is not required for miscellaneous expenses under \$25. When expenses are for meals, however, receipts are required even when the amount is under \$25. Use this form when requesting reimbursement for meals with missing or inadequate documentation, even when amount is under \$25.*

*Attach completed form to your reimbursement request form, along with other documentation you are providing in lieu of original receipts/other appropriate documentation.*

*For guidance on reimbursement of expenses, refer to the Expense Reimbursement Policy of the University.*

<b>DATE</b>
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<b>NAME</b>	<b>SCHOOL/DEPARTMENT/UNIT</b>	<b>TELEPHONE NUMBER</b>
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<b>DOCUMENTATION MISSING</b> (Check one only. Use one form for each expense with missing or inadequate documentation.)		
<input type="checkbox"/> AIRLINE/RAIL TICKET  <input type="checkbox"/> BUSINESS MEALS (TRAVEL)  <input type="checkbox"/> BUSINESS MEALS (NONTRAVEL)	<input type="checkbox"/> GROUND TRANSPORTATION  <input type="checkbox"/> PARKING, TOLL, ETC.  <input type="checkbox"/> CAR RENTAL AGREEMENT	<input type="checkbox"/> OTHER (SPECIFY): <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>

<b>SUPPORTING DOCUMENTATION PROVIDED IN LIEU OF MISSING RECEIPT OR APPROPRIATE DOCUMENTATION:</b>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
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<b>STATEMENT:</b>  I, the Payee, certify that the original receipt/s for the expense/s reported on the Expense Reimbursement Form and/or Expense Breakdown Sheet was/were lost and a copy could not be obtained from the vendor. I certify that these expenses for which I am seeking reimbursement from NYU will not be submitted for reimbursement to any other organization or agency. I also certify that the expenses do not include federal "unallowable costs" except as noted.
<hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <b>PAYEE SIGNATURE</b>