

**Missing Receipt Form**  
Certify Credit Card/Expense Reporting

I, \_\_\_\_\_ have either misplaced or did not receive an itemized receipt for a Certify credit card/expense reimbursement transaction.

Vendor Name: \_\_\_\_\_

Transaction Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Items Purchased: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ I certify that the goods shown above were purchased for Lawrence University business purposes as outlined in the Business Travel Policy Guide.