



## EXPLANATION OF THE PUROSE OF THE FORM

The use of this form does not replace the need for the individual to safeguard the original receipts or documentation required for reimbursement of expense. The University of West Georgia recognizes that receipts can be lost or destroyed or in rare cases, a physical receipt may not be possible. This form is used, in these circumstances, to document the specific information regarding the expenditure and the disposition of the missing receipt.

This form should be completed by the individual with the information/knowledge to answer the questions; signed by the individual and their department head. Final authority to utilize this form for payment/reimbursement purposes rests with the appropriate department head in Business and Finance.