

ABILENE CHRISTIAN UNIVERSITY
Workday Missing Receipt Form

Date of Transaction: _____ Amount: _____

Purchased From: _____

Item(s) Purchased: _____

Business Purpose: _____

List of Attendees:
(for meals only) _____

Signature (print name if illegible)

Date

When to fill out this form and when not to:

- ❖ If the expense is related to lodging, car rental, or air transportation, a receipt is required by the IRS. This form will not be accepted regardless of the amount.
- ❖ If the expense is related to meals or other travel costs (not listed above), this form should be completed if the amount is between \$0 and \$75 and a receipt is not obtainable. If the expense is \$75 or more, a receipt is required by the IRS.
- ❖ If the expense is operational, this form should be completed if the amount is between \$25 and \$75 and a receipt is not obtainable. A receipt is not required if less than \$25. If the expense is \$75 or more, a receipt is required by the IRS.
- ❖ Expenses incurred for a federal or state grant may not be coded to the grant fund unless a valid receipt is provided to support the legitimacy of the expenditure for the purpose of the grant.