

Travel Card Document in Lieu of Missing Receipt

Please specify designated account to use for this transaction: _____

Transaction Information:

Vendor Name and Address: _____

Vendor Representative and Phone #: _____

Transaction Date: _____ Transaction Amount: \$ _____
mm/dd/yy

Itemized Transaction Description (include list of food/drink):

Please indicate here if sales tax was charged/credited; details for business meals to include the amount of alcohol purchase to include the unrestricted account for the expenditure:

Card Information:

Cardholder Name: _____ T- Card # xxx- _____
(last 8 digits)

Certification:

I certify that the above stated information is accurate and the charge was made during the conduct of business for Texas A&M University at Kingsville. I also certify that every attempt was made to obtain the itemized receipt and those efforts were documented in Concur prior to use of this form.

Cardholder Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

This form will now be used as the itemized receipt for this transaction. Attach this form to your Expense Report through Concur.