**MISSING RECEIPTS**

**INSTRUCTIONS:**
1. Itemize expenses and their details below, please be sure to complete all requested information.
2. Submit to USARS Accounting within 30 days of event.
3. Contact USARS Accounting should you have any questions concerning the completion of this form.

<table>
<thead>
<tr>
<th>DATE</th>
<th>REASON RECEIPT IS MISSING (I.E. NEVER RECEIVED, LOST, ETC.)</th>
<th>SPORT</th>
<th>EVENT</th>
<th>LODGING</th>
<th>AIRFARE</th>
<th>GROUND TRANS.</th>
<th>FUEL</th>
<th>MEALS</th>
<th>MISC</th>
<th>VENDOR NAME</th>
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</table>

**ITEM TOTALS**

I attest that the missing receipt(s) listed above were used for the sole purpose of Official USA Roller Sports Business.

**REPORT GRAND TOTAL**

**SIGNATURE:** __________________________

**AMOUNT TO BE REIMBURSED UPON APPROVAL**

**PRINT:** __________________________

**POSITION:** __________________________

**DATE:** __________________________

**EXECUTIVE DIRECTOR REVIEWED & APPROVED:** __________________________

**DATE:** __________________________