

MISSING RECEIPTS



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

DATE	REASON RECEIPT IS MISSING (I.E. NEVER RECEIVED, LOST, ETC.)	SPORT	EVENT	EXPENSE TYPE						VENDOR NAME
				LODGING	AIRFARE	GROUND TRANS.	FUEL	MEALS	MISC	
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: _____