

Illegible/Missing Receipt for Reimbursement - Instructions

1. If the original receipt is illegible for any reason, the vendor should be contacted to request a replacement.

2. If the original receipt is missing for whatever reason, the employee must contact the vendor and request a replacement receipt.

3. In cases where the vendor will not provide a replacement receipt, or an affidavit verifying the purchase, the Illegible Receipt Form will be required for reimbursement.

4. The missing receipt for reimbursement form is intended if the following receipts are missing and the vendor cannot replace them.
 - Airport Parking
 - Taxi
 - Tolls
 - Metro
 - Baggage Fees
 - Gas Receipts

5. The form along with the illegible receipt should be attached as back-up to the reimbursement request.



Illegible/Missing Receipt for Reimbursement

ROUTING
MSC 3AP
accounts payable@nmsu.edu
Phone 575-646-1189
Fax 575-646-1077

SECTION 1: REQUESTOR INFORMATION

Name: _____ E-mail Address: _____ Phone: _____

Department: _____ MSC: _____

SECTION 2: REQUEST DETAILS - ATTACH ORIGINAL ILLEGIBLE RECEIPT

Vendor Information:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Contact Phone: _____

Purchase Information:		
Date:		
Item(s) Purchased	Purpose	Cost
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
Tax Charged (if applicable):		\$
Total Purchase (must equal total amount charged on receipt):		\$

SECTION 3: REQUESTOR SIGNATURE (Employee requesting reimbursement)

Print Name: _____ Signature: _____ Date: _____

SECTION 4: OFFICIAL APPROVAL

A/P Travel Name: _____ Signature: _____ Date: _____