

Webster University

Lost Receipts Policy

Effective June 1, 2006

Lost Receipts Policy

In the rare occasion that a receipt is lost, you can request reimbursement by submitting an expense report (in the case of travel) or a check request (for other expenses) to your supervisor. Also attach a memo acknowledging the missing receipt and provide an explanation of the expense. If approved by the supervisor, it will be processed through the normal approval process. Note, however, that these should be rare exceptions and any reimbursement made without a receipt is subject to inclusion as taxable income on your W-2.