OSF Form 18 – 1
Optional Use
(Revised 01/23)

RECORD OF LOST RECEIPTS AND DAILY RECORD FOR ACTUAL & NECESSARY TRAVEL EXPENSES

Name: _____

ID #: _____

Inclusive Date(s) of Travel: _____

MEAL EXPENSE

Date	Expense Item (e.g. breakfast, lunch, dinner)	Location (city, state)	*Expense Amount	Lost Rcpt (x)

LOCAL TRANSPORTATION EXPENSE

Date	Expense Item (e.g. taxi, bus, limo, etc)	Location (city, state)	*Expense Amount	Lost Rcpt (x)

OTHER MISCELLANEOUS EXPENSE

Date	Expense Item	Location (city, state)	*Expense Amount	Lost Rcpt (x)

* **Note –** If used as daily record for A&N expenses, a receipt is required for any single expense $25 or more. Used in lieu of lost receipts only after appropriate attempts have been made to obtain a copy. When used for lost registration and lodging receipts, proper justification must be documented.

I, the undersigned, certify that the above account of paid expenses incurred while in authorized official travel status is just, correct, and true, and that I am authorized to make claim for reimbursement of same.

_____ _____

Signature Date