**Purpose:** If an original itemized receipt is lost and the billing agency is unable to provide a duplicate copy, then the following form must be completed for the missing itemized receipt.

After details of the transaction are provided, you will select your Department. By selecting your Department the form will automatically be routed to the appropriate Fiscal Officer for review, and approval or denial. Once they have provided approval/denial, you will receive a final copy of the form.

If form is approved, attach the form to your One Card Report or Reimbursement Request. If form is denied, and you have any questions, please contact your Fiscal Officer. If form is denied and is a One Card transaction, you will need to make arrangements for reimbursing UTD.