

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Missing/Inadequate Documentation Report Form

Employee Name:

Date Submitted:

Employee Title:

Department/Office:

A. Purpose

Use this form when you are requesting reimbursement from Southwestern Law School for expenses that are not supported by original receipts or other documentation deemed appropriate by Southwestern's Expense Reimbursement Guidelines or Credit Card Policy (for Employees). This form is not required for an expense under \$25.

Attach the completed form to your reimbursement request, along with other documentation you are providing in lieu of original receipts or other appropriate documentation.

For guidance on the reimbursement of expenses, refer to Southwestern's Expense Reimbursement Guidelines.

B. Missing Documentation

DOCUMENTATION MISSING (Check one only. Use one form for each expense with missing or inadequate documentation.)		
☐ AIRLINE/RAIL TICKET	☐ GROUND TRANSPORTATION	☐ OTHER (SPECIFY):
☐ BUSINESS MEALS (TRAVEL)	☐ PARKING, TOLL, ETC.	
☐ BUSINESS MEALS (OTHER)	☐ CAR RENTAL AGREEMENT	
SUPPORTING DOCUMENTATION PROVIDED IN LIEU OF MISSING RECEIPT OR OTHER APPROPRIATE DOCUMENTATION:		

C. Certification

I certify that the original receipt/s for the expense/s reported on the expense reimbursement form and/or credit card package was/were lost and a copy could not be obtained from the vendor. I certify that these expenses for which I am seeking reimbursement from Southwestern will not be submitted for reimbursement to any other organization or agency.

Signature