

# UMW VOYAGER CARD MISSING RECEIPTS VIOLATION FORM



Failing to turn in a detailed, itemized receipt is a violation of University policy and Department of Accounts regulation. Use this form to document the circumstances surrounding the reason for which you do not have a receipt for a charge that was made using the UMW Voyager Card. The intention of this form is to document the circumstances for which you do not have a receipt. Use of this form does NOT remove you from being responsible for having a receipt and **does NOT remove you from personal liability of the charge on the Card.** Completing this form does not exempt the employee or student from reprimand. The Finance Department reserves the right to revoke card privileges at any time.

Card User Name: \_\_\_\_\_

LAST FOUR DIGITS of Card Number: \_\_\_\_\_

Card User Phone Number: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Transaction Date: \_\_\_\_\_

List city and state location of gas purchase: \_\_\_\_\_

Date attempted to contact vendor for missing or duplicate receipt: \_\_\_\_\_

Results from trying to get a duplicate receipt:

\_\_\_\_\_

Reason for Missing Receipt:  
(PROVIDE DETAIL to explain why the original receipt was not obtained.)

\_\_\_\_\_

## Important Information

This purpose of this form is to document the reason for not having a receipt. The use of this form does NOT remove the Card user from personal liability of the purchase made on the UMW Voyager Card.

*I hereby certify that the travel was an approved travel expense for official UMW business and that I attempted to get a receipt for the purchase.*

Card User's Signature \_\_\_\_\_ Date \_\_\_\_\_

Card User's Supervisor's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_