



City of Coral Gables

MISSING RECEIPTS DOCUMENTATION FORM

Reference: Personnel Rules & Regulations - Rule 28

Traveler & Travel Data	This Request is for: <input type="checkbox"/> Employee <input type="checkbox"/> Other (Specify):	
	Name:	Title (Held or Applied for):
	Department:	Division:
	Purpose of Travel:	
	Destination From:	Destination To:

Description of Expense	Date:	Description of Expense:	Business Purpose:	Amount:	Payment Method *:
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

* Supporting documentation required when paid by check or credit card (i.e., credit card statement showing charge, copy of check).

Exp Data	Account Code(s) to be Charged:
-----------------	--------------------------------

Certification & Approvals	Approval Signatures Required Where Applicable in Accordance with Personnel Rules & Regulations - Rule 28	
	Certification of Expenditures	
	I hereby certify that the receipt(s) for the above item(s) is missing and that the purchase made was for legitimate City business reasons using the policies and procedures outlined within the City's Rules and Regulations. I further certify that the above information is correct and the expense was paid by me and I have not been previously reimbursed.	
	Traveler _____	Date _____
	Approval	
	Department Director _____	Date _____
City Manager (If Applicable) _____	Date _____	