

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

MISSING TRAVEL RECEIPT REPORT

In Support of Travel Voucher and Judiciary Staff Travel Regulations

(See Judiciary Staff Travel Regulations, Vol. 19, § 450.10 of the *Guide to Judiciary Policy*)

Judiciary and IRS policy requires receipts, paid bills, or similar documentary evidence of:

(1) lodging expenses in any amount; or (2) other individual expenditures, such as taxi, airfare, meals, or parking.

This form may be used to document one or more missing receipt(s) only if the vendor(s) cannot provide duplicate documentation.

In view of the Judiciary and IRS policy, the form should be used only as a last resort.

It should be submitted with the travel voucher, form AO 1012.

Name of Traveler _____

Date			
Amount			
Description of Expense(s)			
Form of Payment	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit
Vendor Name			
Vendor Location			

Brief explanation for the absence of the receipt(s) or other supporting documentation:

The above mentioned receipt(s) is/are missing. The receipt(s) was/were lost or not obtained. I was unable to obtain duplicate receipt(s) from the vendor(s). The expense(s) reported above is/are included in my official Travel Voucher and was/were incurred in connection with official judiciary business.

Traveler _____
Signature
Date
