



TEXAS A&M
UNIVERSITY
KINGSVILLE

Travel Card Document
in Lieu of Missing Receipt

Please specify a **designated account** to use for this transaction: _____

Transaction Information:

Vendor Name and Address: _____

Vendor Representative and Phone #: _____

Transaction Date: _____ Transaction Amount: \$ _____
mm/dd/yy

Itemized Transaction Description (include list of food/drink):

Please indicate here if sales tax was charged/credited; details for business meals to include the 5 IRS W's; itemize the alcohol purchase to include the unrestricted account for the expenditure:

Card Information:

Cardholder Name: _____ T- Card #: xxxx-xxxx- _____
(last 8 digits)

Certification:

I certify that the above stated information is accurate and the charge was made during the conduct of business for Texas A&M University – Kingsville. ***I also certify that every attempt was made to obtain the itemized receipt and those efforts were documented in Concur prior to use of this form.***

Cardholder Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

This form will now be used as the itemized receipt for this transaction. Attach this form to your Expense Report through Concur. If you have any questions, please contact Travel Services at travel@tamuk.edu.