International Receipt – University of Wisconsin System

When traveling to remote/international locations, a receipt may be unattainable, illegible, or not contain sufficient information. Every effort should be made to obtain a legitimate receipt for all business expenses. If a receipt cannot be obtained, the Receipt Form may be submitted to justify or supplement the purchase. This form may be completed for each insufficient receipt and attached to the Travel Reimbursement.

Note: This form is not to be used for lost receipts.

Directions for use:

- Print copies of form in advance and bring along on trip
- Fill out a separate receipt for each vendor/payment
- Fill out all information
- Receipt must be signed by the person receiving the payment
- Create a backup by taking a photo of the receipt
- Save and submit with expense report
  - Reminder: currency must be converted to USD on expense report using Oanda Currency Converter