UNIVERSITY OF WISCONSIN SYSTEM

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

UNIVERSITY OF WISCONSIN SYSTEM

Receipt – University of Wisconsin System

Date _____ Vendor Name_____ Location _____

Amount _____ Currency Type _____ Payment Type CASH: _____ OR Last 4 digits of CC: _____

Vendor Signature_____

Description of Expense _____

_____

_____

UNIVERSITY OF WISCONSIN SYSTEM

Receipt – University of Wisconsin System

Date _____ Vendor Name_____ Location _____

Amount _____ Currency Type _____ Payment Type CASH: _____ OR Last 4 digits of CC: _____

Vendor Signature_____

Description of Expense _____

_____

_____

UNIVERSITY OF WISCONSIN SYSTEM

Receipt – University of Wisconsin System

Date _____ Vendor Name_____ Location _____

Amount _____ Currency Type _____ Payment Type CASH: _____ OR Last 4 digits of CC: _____

Vendor Signature_____

Description of Expense _____

_____

_____