

**CORPORATE CREDIT CARD
MISSING RECEIPT DECLARATION FORM**



This form is to be completed as documentation only if the actual itemized receipt is not available. Use of this form in lieu of an actual receipt should be a rare exception, not the rule. The form must be filled out completely, signed by the Employee and approved by the Supervisor, Controller, or CFO.

Vendor Name: _____ Backerbrunne, Die Altstadtkeipe

Telephone Number: _____ +49-611-373409

Address: _____ Grabenstraße 28, 65183 Wiesbaden, Germany

Date Order Placed: _____ 4/2/25

Placed By: _____ Missy Hughes

Description/Items Purchased	Cost
Lunch	182.15
Total	\$ 182.15

Why is the original itemized receipt missing? _Lost
receipt _____

Business Purpose of Transaction: _____ Lunch for M. Hughes and WEDC Staff on Germany Trade Mission

Maiya Weber

Employee Signature

4/2/25

Date

Maiya Weber

Printed Name

Signature of Supervisor, Controller, or CFO

Date

Printed Name

Title