



**MOODY**  
GLOBAL MINISTRIES™

## **Credit Card Missing Receipt Form**

If unable to provide a vendor-issued receipt, please complete the following and attach to your Expense Report in Oracle.

1. **Name of business:** \_\_\_\_\_

2. **Location of business:** \_\_\_\_\_

3. **Transaction date:** \_\_\_\_\_ 4. **Amount:** \_\_\_\_\_

5. **Item(s) purchased:**

6. **Detailed business purpose:**

7. **Reason unable to provide receipt:**

8. **For travel and entertainment, name(s) and title(s) of attendee(s):**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_