



We understand that from time to time receipts and invoices can be lost but we ask staff to make every effort to put procedures in place to ensure that this does not happen on a regular basis.

In the unusual event of a receipt image not being available, costs should not be charged to an “S” Cost Centre (a research grant) as it will not normally meet the terms and conditions of the research funder. Failure to provide receipts for monies claimed can put future grant funding at risk. The cost should instead be charged to a *University* Cost Centre which will normally begin with an “A” or a “C”. Please ask your FAS team to clarify which one may be used if you are unsure.

Please check one of the four boxes to select the reason why no image has been uploaded:

- Lost receipt
- A receipt wasn't available (please explain)
- This was personal spend made in error and I will reimburse the University using the process outlined in section E11 of the User Manual - Credit Cards: Cardholder which can be found at <https://www.st-andrews.ac.uk/staff/money/corporatecards/>
- Fraudulent activity (I have notified the bank*, and the cost should be reimbursed by them)

* Please report any fraudulent activity to the bank by calling the Customer Services number on the back of your card

Please enter any further information (such as why the receipt wasn't available) that you think is relevant here:

Please note that repeated failure to follow Corporate Credit card processes (such as ensuring that there is appropriate supporting documentation attached to your transaction) may result in the card facility being withdrawn in line with the “Corporate Cards - Conditions of Use” Policy.

Save this document then send to your image library