

Missing Backup Documentation: Receipts

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Revised:

Overview:

As highlighted in our [Policies and Procedures](#) document, MOVA pays grant funds on a cost-reimbursement basis. All costs must first appear on your approved budget. Then, once costs are incurred, you can submit an expense report in [eGrants](#) for reimbursement. All requests for reimbursement must be for actual, approved, and incurred expenses. Depending on risk level, backup documentation may be required to be submitted with each expense report. However, regardless of risk level, each organization must maintain complete and accurate backup documentation for all grant and match expenses.

Missing Backup Documentation Process:

If backup documentation, specifically a receipt, is not available or was not obtained, the following option is available for MOVA to consider if you can receive reimbursement for the cost:

- Provide supporting documentation:
 - If a receipt is not available, but a bank statement or other documentation can support the cost, you can submit those items for review.
 - For example: an employee purchased bus passes using the organization's credit card but lost the receipt for the purchase. The credit card statement showing the purchase can be kept as backup documentation for the cost.
 - For example: an employee purchased general office supplies for the program at Staples online versus in-store. A copy of the confirmation e-



mail which outlines the items purchased and dollar amount and/or a bank statement showing the purchase will be accepted.

If proof of the cost cannot be found and/or supporting documentation cannot be compiled, notify your program coordinator.

Depending on the amount of the request, a PRAR (program reimbursement adjustment request) may be initiated or a negative credit in a subsequent expense report may be requested to correct the error. We can take money back if we find:

- You don't have the required backup documentation showing that the expense has been incurred. Additional documentation was not sufficient to support the request.

Non-Compliance:

If backup documentation and/or receipts are consistently unavailable, MOVA may require ongoing follow up to ensure accurate and compliant records and may make the following requests:

- Provide MOVA with a copy of your internal control policy.
- Assess your internal control policy. Ensure that your policy and practice reflect multiple levels of review and approval before submitting a request for reimbursement in an expense report.

If errors persist, your risk assessment scoring may be impacted.