

Invoice Copy Request

To request a copy of an invoice for past dated travel, complete the form below.
The invoice will be emailed to you within 24 hours.

****Note****

If travel is for future dates, contact the travel department for an invoice or you can visit www.mytripandmore.com for an **electronic expense receipt**.

Travelers Name:	
Travel Dates:	
Origin:	Destination:
Ticket Number:	
Email Address:	

Comments

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Once completed, click [here](#) to submit



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