

BELOIT COLLEGE MISSING RECEIPT AFFIDAVIT

Airline Ticket Receipts

I certify that I contacted the agency and was unable to obtain a copy of the ticket receipt. I have attached a copy of the itinerary.

Hotel Folio

I certify that I contacted the hotel and was unable to obtain a copy of the hotel folio. Please reimburse me based on the following information.

Dates	Hotel/City	# of Nights	Daily Rate	Total
_____	_____	_____	\$ _____	\$ _____

Car Rental Agreement

I certify that I contacted the rental car agency and was unable to obtain a copy of the car rental agreement. Please reimburse me based on the following information:

Dates	Rental Company	Car Class*	# of Days	Total
_____	_____	_____	_____	\$ _____

* C=Compact, M=Mid-size, F=Full-size

Meals (list each meal separately)

Date	B,L,D*	Restaurant/City	# of People	Total
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

* B=Breakfast, L=Lunch, D=Dinner

Additional instructions: On the Employee Expense Reimbursement Form, please include the names of the individuals at the meal, their relationship to the College, and the business purpose.

Miscellaneous

Date	Description (in detail)	Total
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

I, the undersigned, certify (a) that the itemized receipt for each expense described above was lost or not obtained and (b) that these expenses have not yet been and will not again be submitted to Beloit College or any other organization for reimbursement.

Please attach copies of credit card statements, cancelled checks, and any other support available.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

NOTES

This form may not be used for Federal grants—itemized receipts are required.

To be reimbursed tax-free, itemized receipts are required for all lodging and for other travel and entertainment costs of \$75 or more (other than mileage reimbursed at standard rates).

Vendors can often provide duplicate itemized receipts based on information included on credit card slips.

Please try to get a duplicate receipt before completing this form.