



# Delaware State University

## MISSING RECEIPT AFFIDAVIT

Missing Receipt Affidavit should only be completed if a receipt is lost, hand-written, or otherwise unavailable and all measures to obtain a copy have been exhausted. Affidavit should be fully completed, signed by the employee and the employee's supervisor and submitted with the employee's reimbursement request. For further information about requirements of receipts submission, please refer to section (I)(2) of Delaware State University Travel Policy.

**I am missing a receipt for:** \_\_\_\_\_

**I incurred this expense at:** \_\_\_\_\_ **on:** \_\_\_\_\_ **for:** \_\_\_\_\_  
*Business Name Date Expense Amount*

**The receipt was (check applicable):**

Lost  Never Received  Other \_\_\_\_\_

**The form of payment I used (check applicable):**

University Travel Card  Check  Cash  Other \_\_\_\_\_

**Purpose of Transaction:**

\_\_\_\_\_

**Person(s) involved (if expense is related to more than one person):**

\_\_\_\_\_

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt. The university is not obligated to reimburse for any expense that does not have appropriate documentation.

I certify that this is a proper charge for a cost incurred while on official Delaware State University business; that the amount shown is the amount I actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim, for these expenses from any other source. I am submitting this affidavit in lieu of the missing receipt(s). If charges are related to a grant or contract, I certify that the amount claimed complies with the condition of the grant or contract.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Name and Department (Printed)

\_\_\_\_\_  
Supervisor Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*This form may not be used for expenses incurred for lodging, air ticket, car rental, registration, etc. as a duplicate receipt may be obtained.