



Seton Hall University Lost or Missing Receipt Form

Seton Hall University’s travel policy and procurement card (“PCard”) policy requires that all receipts for items or services totaling \$75 or above (and all lodging receipts regardless of dollar amount) must accompany credit card statements or expense reports. This form is to be used as documentation for missing PCard receipts or travel reimbursement ONLY if the merchant cannot produce duplicate documentation. It is allowed only as a rare circumstance. The form is to be completed and signed by the cardholder, the cardholder’s immediate supervisor, and the cardholder’s area vice president if the amount is \$1,000 or greater. Repeated use of this form as a substitute for a receipt may result in suspension or cancellation of the PCard.

I, , have either not received or have misplaced a receipt totaling \$ from vendor/merchant .

This affidavit is submitted in lieu of original receipt and attests that:

1. I have attempted, but been unable to procure the original or a copy of the missing/lost receipt.
2. The expense was incurred on behalf of Seton Hall University business.
3. The item and the amount of the expense are accurate.
4. No reimbursement of this expense has been, or will be sought or accepted from any other source.

Description of item(s) or service(s):

Date of Receipt:

This is to certify that this statement is true and correct to the best of my knowledge

Claimant’s signature _____
Date

Approved by Immediate Supervisor _____
Date

Approved by Vice President (receipt amount \$1,000 or greater) _____
Date

Submit this affidavit with your credit card statement or travel and expense report.