



MISSING RECEIPT AFFIDAVIT

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Affidavit should be completed. It should be signed by the employee and the employee's supervisor and submitted with the employee's reimbursement request, unless the transaction was placed on an employee's Procurement card. In the case of a Procurement card transaction, the Missing Receipt Affidavit should be retained by the cardholder with all other receipts and documentation, in a monthly Procurement card reconciliation folder.

NOTE: A Missing Receipt Affidavit is not required for tips.

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):

Procurement card Corporate Credit Card Personal Credit Card
 Check Cash Other _____

Business Purpose of Transaction:

Person(s) involved (if expense is related to travel or entertainment):

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.

I certify 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.

Employee Signature

Supervisor Signature

Employee Name (Printed)

Supervisor Name (Printed)

Date

Date