

ROWAN UNIVERSITY

MISSING RECEIPT AFFIDAVIT

Please read the missing receipt Affidavit requirements on the reverse side of this form. Missing Receipt Affidavits lacking the required information or documentation will be returned to the authorized signer.

Airline Ticket Receipts

- Attached is a copy or fax of the airline receipt (last page of the ticket stub).
 -OR- I certify that I have contacted the agency and was unable to obtain a copy of the ticket receipt. Therefore I have attached one of the following:
- A copy of the American Express Corporate Card record of charge
 A copy of the itinerary invoice and form of payment (i.e., credit card statement, cancelled check)

Hotel Folio

Attached is a copy or a fax of the hotel folio.
 -OR- I certify that I have 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

• Daily rate excluding taxes and service charges.

Car Rental Agreement

- Attached is a copy or fax of the car rental agreement.
 -OR- I certify that I have contacted the car rental agency and was unable to obtain a copy of the car rental agreement.
 Please reimburse me based on the following information, and proof of payment:

Dates	Rental Company	Car Class*	# of Days	Total

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

Meals (not included in Per Diem Allowance)

List each meal separately. (Note: If more than I person, please include business purpose on expense reimbursement voucher).

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

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

Miscellaneous

- Below is a description of the charge and proof of payment.

Date	Description (in detail)	Total

Affidavit

I, the undersigned, certify (a) that each expense described above, reported on my Travel Expense Voucher dated _____ was lost or not obtained, and (b) that these expenses have not yet nor will again be submitted to Rowan University or any other organization for reimbursement or tax purposes.

Signature of Payee _____ Date _____
Required

Authorized Signature _____ Date _____
Required

Documentation Requirements

- Air/Rail – Original ticket receipt
- Hotel – Hotel folio for all lodging expenses
- Car Rental – Car rental agreement receipt
- Personal Car Usage – receipts for tolls and parking and daily mileage log listing date itinerary, and number of miles.
- Meals (not covered by Per Diem allowance) – credit card receipt or cash register receipt (No restaurant tear tabs).
- Receipts must include the name of the vendor, location, date, and dollar amount.
- Detailed cash or sales receipts
- Packing slips with a dollar amount
- Subscription or dues forms.

Missing Receipts

General

Individuals must attempt to obtain a copy of the original receipt from the vendor. Both the individual and authorized signer must sign missing receipt affidavits and authorized signer with a complete explanation of the expense if a copy of the receipt is unobtainable.

Credit Card Receipts

Cardholders are required to obtain original receipts for all transactions. If this is not possible, a missing receipt affidavit must be completed and signed by the cardholder and the authorized signer.

Airline Ticket Receipt

In the event of a missing airline receipt (last page of the ticket stub), the affidavit must be accompanied by some form of documentation. The agency issuing the original receipt must be contacted and a copy of the receipt requested. All agencies are required by the Airline Reporting Commission to keep copies of every ticket they issue.

If the traveler is unable to obtain a copy of the airline receipt, a copy of the American Express record of charge or itinerary and form of payment (either credit card statement or cancelled check) must be included with the missing receipts affidavit.

Hotel Folio

The IRS requires a hotel folio or itemized bill for all lodging reimbursements.