

Travel and Expense Declaration Affidavit Form

This form is to be used when an individual certifies that an expense receipt was lost, accidentally destroyed or unobtainable.

Re: Original Receipt(s)

I, _____
(type or print Last name and first name)

hereby declare that I had in my possession the original

(Describe the missing ticket, hotel bill, etc. in detail.)

but have now lost or misplaced it (them). I further declare that I have not and will not use this receipt to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

Claimant

(Print name)

(Signature)

Approval (To be approved by authorization levels laid out in the University Procedures for the Reimbursement of Expenses.)

(Print name)

(Signature)

This form is to be attached to the administrative (audit) copy of the Reimbursement of Expenses form.