

STANFORD UNIVERSITY Lost/Missing Receipt Form

- **IMPORTANT: For lost air tickets, car rental and hotel receipts, a duplicate must be obtained and submitted with this completed form.**
- **IMPORTANT: You must show some proof of payment (e.g. a credit card statement, cancelled check, etc.**

I, _____, have either not received or misplaced
a receipt totaling \$ _____

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

- No original receipt for this expense is available. I have attached a duplicate of this receipt from the billing agency and proof of payment.
- The expense was incurred on behalf of University business.
- The item and amount of the expense are accurate.
- No reimbursement of this expense has been or will be sought or accepted from any other source.

Description of expense:

\$ Amount: _____

Vendor Name: _____

Date of Receipt: _____

Claimant's signature _____ Date _____

Approver's name _____

Approver's signature _____ Date _____

File this affidavit with the other receipts.

Submit with receipts or FAX to the GP Office at 650.725.7344