

**University of Notre Dame
Accounts Payable Department
Missing Receipt Affidavit**



Meals* (list each meal separately)

Date	B, L, D*, Restaurant Name, City	Names of People	Business Purpose	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Actual reimbursement is only available if per diem option is not taken.

Airline Ticket Receipts

- Attached is a copy or fax of the airline ticket receipt (last page of the ticket stub)
- I certify that I have contacted the agency and was unable to obtain a copy of the ticket receipt; therefore, I have attached the following:
 - A copy of the itinerary invoice and form of payment (i.e., credit card statement, canceled check)

Lodging

- Attached is a copy or fax of the folio
- 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 amount):

*Daily rate excluding taxes and service charges.

Car Rental Agreement

- \] Attached is a copy or fax of the car rental agreement, noting total amount and a decline on additional insurance

- \] I certify that I have contacted the rental car agency and was unable to obtain a copy of the car rental agreement. Please reimburse me based on the following information (dates, rental company, car class*, # of days, total amount):

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

Miscellaneous

- \] Attached is a copy of the form of payment (i.e., credit card statement, canceled check) -AND- the following information:

Date	Description of Expense	Business Purpose	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify the above information is correct to the best of my knowledge.

Signature	Print Name	Date
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FOR STUDENT ACTIVITIES REQUEST (additional signature required)

I certify that the above purchases conform with the Student Union Fiscal Policy.

Signature	Print Name	Date
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If you have any questions please call Jackie Fuzey at 631-3936.