



Shoreline School District Lost/Missing/Incomplete 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).**
- **IMPORTANT: You must also include a completed General, ASB or Travel reimbursement form.**

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

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 District 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:

Vendor Name: _____

Claimant's signature _____ Date _____

Approved by _____ Date _____

Approver's signature _____ Date _____