



MISSING RECEIPT AFFIDAVIT

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Affidavit should be completed. It should be signed by the employee and the employee's supervisor and submitted with the card report or the reimbursement request.

I am missing a receipt for: _____

I incurred this expense at: _____ on: _____ for: _____

Business name

Date

Expense Amount

The receipt was (check applicable):

Lost

Never Received

Other _____

Business Purpose of Transaction:

Person (s) involved (if the expense is related to business meals or entertainment):

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that the amount shown is the amount I actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim, for these expenses from any other source.

Employee Signature

Employee Name (Printed)

Date

Supervisor Signature

Supervisor Name (Printed)

Date