

## Lost or Missing Receipt Affidavit

If the required original, itemized receipts are lost, employees must make reasonable efforts to obtain duplicates. If such efforts fail to produce duplicate receipts, complete the Lost or Missing Receipt Affidavit and submit it with the remaining receipts.

**Purchase/Transaction Details:**

<b><u>Date</u></b>	<b><u>Vendor</u></b>	<b><u>Product/Service</u></b>	<b><u>Amount</u></b>

<b>Total:</b>	
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Reason why the receipt(s) are missing:

Who contacted the vendor to attempt to obtain a proper receipt:

I certify that the receipts supporting the University purchases described below have been lost or are otherwise unobtainable. Despite my efforts to obtain duplicate receipts, I have been unsuccessful. All available supporting documentation has been attached to this affidavit.

Name of person submitting this form:

Signature:

Date:

**As the expense report goes through the approval process, all parties involved verify and confirm that these details are accurate as they approve the expense report that this form is attached to.**