



Section 1: Receipt Details

List the Vendor Name, Description of Expensed Items, Total Amount, and Date of Transaction below:

Section 2: Review and Certify

I hereby certify that receipt(s) for the listed items have been lost, and I am unable to obtain a copy of the receipt(s) from the vendor(s) (airline, travel agent, hotel, restaurant, etc.).
I am therefore requesting that I be allowed to submit this Affidavit certifying that I have made every reasonable effort to obtain a copy of the receipt(s) in question.

I certify that I have not requested and/or will not receive reimbursement from any other funding source for the missing receipt(s).

Signature of Traveler/Cardholder

Date

Signature of Department Chair/Head

Date