

Missing Receipt Affidavit
(Complete Applicable Section(s))

COPIES ARE AVAILABLE

I hereby certify that the receipt(s) for the below listed items have been lost, and I have obtained a copy of the receipt(s) from the issuing firm(s) (airline, travel agent, hotel, restaurant, etc.)

Print receipt detail(s) including issuing firm(s), total amount and date of transaction:

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

COPIES ARE NOT AVAILABLE

I hereby certify that receipt(s) for the below listed items have been lost, and I am unable to obtain a copy of the receipt(s) from the issuing firm(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.

Print receipt detail(s) including issuing firm(s), total amount and date of transaction:

I further 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