



## *Office of Finance*

### **Missing Receipt Affidavit**

**PLEASE NOTE:**

- For lost air tickets, car rental or hotel receipts, a duplicate receipt must be obtained and submitted with this form.
- For other types of lost receipts over \$25 provide details of expense (e.g. copy of credit card statement)

The original receipt has been either lost or misplaced. This form is submitted in lieu of the original receipt and confirms that no original receipt is available. A duplicate receipt or proof of payment is attached if designated above. I certify that the amount designated in this affidavit represents a cost incurred while on official university business and complies with all policies. I have not and will not submit a duplicate claim.

**Description of Expense**

**Vendor**

**Amount**

**Signed**

**Date**

**Printed Name**

**Attach this form to the Expense Report.**

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