

MISSING RECEIPT AFFIDAVIT

When a receipt is lost or otherwise unavailable and all reasonable attempts to obtain a copy have been exhausted, this Missing Receipt Affidavit must be completed and submitted with the expense reimbursement request. This affidavit should be used only on rare occasions. A Missing Receipt Affidavit is not required for tips.

Business Name:	
Date of Expense:	
Expense Amount:	

The receipt was:

☐ Lost ☐ Never Received ☐ Other

Form of payment used:

☐ Corporate Credit Card ☐ Personal Credit Card ☐ Cash ☐ Check ☐ Other

Business Purpose of Transaction:

Person(s) involved (if applicable):

I certify that the amount shown above is the actual amount paid by me; that I have not submitted nor will submit a duplicate claim for reimbursement; and that I have not sought nor will seek reimbursement for this expense from any other source.

Employee Signature:		Date:	
Employee Name (Printed):			