

# 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):			