



Affidavit of lost or unavailable receipt

Name

Name of vendor

City

Date of receipt

Total cost

Vendor's telephone number

Description of expense

Form of payment

Cash

Credit card

(attach statement)

Check

Draft #

Certification

While on official university business I incurred the expense described above. I have lost, misplaced, or did not receive the receipt documenting payment. I am submitting this affidavit in lieu of the missing receipt.

I certify that this is a proper charge for a cost incurred while on official university business and that I have not previously requested, nor will I again request, reimbursement for this expense.

Signature

Date

Supervisor's signature

Date

This form may not be used for the following since a duplicate receipt may be obtained for these expenses: 1) Lost air tickets 2) Car rental receipts 3) Lodging receipts 4) Registration receipts / brochures