



Missing Receipt Affidavit

**Important: please attach other proof of payment if available
(e.g. credit card statement, credit card charge slip, cancelled check, etc.)**

Today's Date:

Date of Expenditure:

Amount: \$

Vendor:

Description:

Business Purpose:

By my signature below, I hereby certify that I incurred the above expense for a legitimate University business purpose; the receipt has been lost or is not available; and no reimbursement of this expense has been or will be sought or accepted from another source.

Signature

Date

Printed Name:

Note: The use of Missing Receipt Affidavits, rather than original receipts, may cause the processing of reimbursement requests to be delayed or denied depending on the situation. If missing receipts occurs on a regular basis, the Foundation reserves the right to halt payment of future reimbursements until the issue causing such a situation is resolved.