

### Lost/Missing Receipt Form

- **IMPORTANT: For lost air tickets, car rental and hotel receipts, a duplicate must be obtained and submitted with this completed form.**
- **IMPORTANT: You must show some proof of payment (e.g. a credit card statement, cancelled check, etc.**

I, \_\_\_\_\_, have either not received or misplaced  
a receipt totaling \$ \_\_\_\_\_.

This affidavit is submitted in lieu of original receipt and attests:

- No original receipt for this expense is available. I have attached a duplicate of this receipt from the billing agency and proof of payment.
- The item and amount of the expense are accurate.
- No reimbursement of this expense has been or will be sought or accepted from any other source.

Description of expense:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ Amount: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

Claimant's signature \_\_\_\_\_ Date \_\_\_\_\_

Approver's name \_\_\_\_\_

Approver's signature \_\_\_\_\_ Date \_\_\_\_\_

**File this affidavit with the other receipts.**

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