



MISSING RECEIPT DECLARATION

This Missing Receipt Declaration must be completed for each missing receipt. The form must be signed with a complete explanation of the expense if a copy of the receipt is unobtainable. Please refer to the University Policy 2655 Receipts Requirement for more details.

Payee Information

Last Name:	First name:
School/Center:	
Email:	

Missing Receipt Details

Expense Type:	
Method of Payment:	
Vendor Name:	Date of Receipt:
Itemized Description	Amount
Total Amount (Including Tax)	US\$

Justification & Explanation:

Payee Signature

I, undersigned, certify that these expenses were incurred in the conduct of official University business and the receipt was lost or not obtained. If alcohol was included on this receipt it has been correctly identified and accounted for according to University Policy. I have not made previous claims for these expenses nor will they be submitted again to the University or any other organization for reimbursement purposes.

Signature of Payee/Cardholder: _____ Date: _____

REQUIRED