



**Business Services and Administration
Office of the Controller**

MISSING RECEIPT DECLARATION

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, this Missing Receipt Declaration should be completed. It should be signed by the employee and the employee's supervisor and submitted with the employee's reimbursement request.

I am missing a receipt for: _____

Description of Transaction

I incurred this expense at: _____ **on:** _____ **for:** \$ _____
Supplier Name Date Expense Amt

The receipt was (check applicable):

Lost Never Received Other _____

The form of payment I used (check applicable):

Procard T & E Card Personal Credit Card
 Check Cash Other _____

Business Purpose of Transaction:

Persons Involved (if expense is related to travel or entertainment):

I understand that a Missing Receipt Declaration should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Declaration may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that the amount shown is the amount I actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim for these expenses from any other University source.

Employee Signature

Supervisor Signature

Employee Name Printed

Supervisor Name Printed

Date

Date