



LOST/MISSING RECEIPT AFFIDAVIT

PURPOSE: Use only after effort has been made to obtain an original, itemized receipt. Affidavits will not be accepted for hotels, airlines, and car rental receipts. Contact the establishments and request a duplicate receipt. Upload completed affidavit to a Workday Expense Report as documentation in place of the lost/missing receipt.

Employee Name	
Name of Vendor	
Purchase Date	
Amount	

Description of Expense and Business Purpose:

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I certify that this charge is a legitimate university expense. I further certify that the receipt applicable to this expense is no longer available or obtainable. I understand that I may not complete a Lost/Missing Receipt Affidavit on a routine basis and that overuse of this form may revoke my privilege of having a University Purchasing Card.

Employee signature: _____ Date: _____

This form must be signed in the presence of a Notary Public.

Signed before me on this _____ day of _____, 20____ _____ Notary official signature
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