



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, unless the transaction was placed on the employee's Purchasing Card. In the case of a Purchasing Card transaction, the Missing Receipt Declaration should be retained by the cardholder with all other receipts and documentation. **NOTE: A Missing Receipt Declaration is not required for gratuities.**

I am missing a receipt for: _____

Description of Transaction

I incurred the expense at: _____ on _____ for \$ _____

Supplier Name

Date

Expense Amount

The receipt was (check applicable):

- Lost
- Never Received
- Other _____

The form of payment I used was:

- Purchasing Card
- Check
- Cash
- Personal Credit Card
- 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 a providing a declaration in lieu of a receipt.

I certify 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 College source.

Employee Signature

Supervisor Signature

Employee Name Printed

Supervisor Name Printed

Date

Date