



## 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 department head and submitted with the employee's reimbursement request, unless it 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 until submitted with the monthly statement. **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 (check applicable):

- 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 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 see a claim for these expenses from and other College source.

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Department Head Name Printed

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date