



## 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, signed by the employee and the employee's department head, then submitted with the employee's Travel Voucher, Expense Report or credit card transaction. **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):

- ☐ University Purchasing Card
- ☐ Check
- ☐ Personal Credit Card
- ☐ Other \_\_\_\_\_

Business Purpose of Transaction:

\_\_\_\_\_

Person(s) 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, I have not and will not submit a duplicate claim, and I have not and will not seek a claim for these expenses from another University source.

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

\_\_\_\_\_  
Department Head Signature  
**(cannot be same as Employee Signature)**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date