



Declaration of Missing Receipt Form

This form is required for any procurement card, travel credit card, or reimbursable expense that does NOT have documentation from the merchant. Repeated use of this form as substitute documentation of expenses could result in revocation of credit card privileges or the denial of a reimbursement request.

I, _____, declare that: (complete sections A and B)
(print name)

A. The original receipt is not attached because:

The receipt was unavailable or not issued by the vendor/provider.

The receipt was lost and all measures to obtain a duplicate receipt have been exhausted.

Complete the following if the missing receipt included food and/or beverage purchases:

Because the original receipt is not available, I attest that alcohol:

Was not purchased or included on this receipt.

Was purchased, costing _____ and was deducted from this claim.

B. List details for the missing receipt(s):

Date of Expense	Vendor	Description	Amount
Total:			

Attach any additional information, correspondence, or justification about this transaction. If the merchant repeatedly does not provide documentation, notify the Business and Finance Office.

Certification Signatures:

- Original documentation is not in my possession for the reasons stated above.
- All items purchased were for College use and no personal purchases were made.
- I will not seek reimbursement for this transaction (procurement or travel/NET card purchases).
- I acknowledge that repeated lack of documentation could result in suspension of my credit card privileges or a denial of my reimbursement requests.

Traveler's Signature:

Date:

Supervisor's Signature:

Date: