When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Affidavit must be completed. It must be signed by the employee and the employee’s supervisor and submitted with the employee’s reimbursement request, unless the transaction was placed on an employee’s Procurement card (P-Card). In the case of a P-Card transaction, the Missing Receipt Affidavit should be retained by the cardholder with all other receipts and documentation and submitted with the monthly P-Card reconciliation.

I am missing a receipt for: __________________________________________________________

I incurred this expense at: __________________ on: ___________for: ______________________

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Date</th>
<th>Expense Amount</th>
</tr>
</thead>
</table>

The receipt was (check applicable):

Lost   Never Received    Other _______________________________

The form of payment I used (check applicable):

- P-Card
- Corporate Credit Card
- Personal Credit Card
- Check
- Cash
- Other

Business Purpose of Transaction:

______________________________________________________________________________

Person(s) involved (if expense is related to travel or entertainment):

______________________________________________________________________________

I understand that a Missing Receipt Affidavit 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 Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that 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 source.

____________________________________  ____________________________________
Employee Signature     Supervisor Signature

____________________________________  ____________________________________
Employee Name (Printed)             Date Supervisor Name (Printed)                  Date