



Lost or Missing Receipt Affidavit

Y-Expense EX # _____

Include this completed affidavit with imaged receipts on expense report

Select which type of purchase:

- ☐ Travel Expense Report
 - Required for all lost or missing receipts over \$50

- ☐ Purchasing Expense Report
 - Required for all lost or missing receipts (no dollar limit)

I certify the receipt supporting University purchases described below have been lost or are otherwise unobtainable. I attempted to obtain duplicate receipts and have been unsuccessful. Any other available supporting documentation is attached to this affidavit.

Date	Vendor	Product/Service	Amount
Total:			

Reason why the receipt(s) are missing: _____

What efforts have been made to obtain a duplicate receipt(s):

I verify that the undocumented expenses are approved, legitimate University expenses.

Signature of Purchaser

Phone

Date

Printed Name of Purchaser

Signature of Controller

Phone

Date

Printed Name of Controller

(Note: the controller signing this affidavit cannot also be the purchaser)