

Missing Receipt Statement

EXPENSE TRANSACTION INFORMATION

Employee Name: _____

Current Date: _____

Department Name: _____

Transaction Date: _____

Vendor Name: _____

Expense Report Date: _____

Amount: _____

DESCRIPTION OF PURCHASE

MISSING RECEIPT AFFIDAVIT

I certify that the transaction amount documented above was incurred on behalf of the company as a legitimate business expense. The charge complies with the company's purchasing policy and authorization limits. This form is submitted as a substitute to the original missing receipt.

Initial for acknowledgement of affidavit: _____

THIS SECTION COMPLETED BY EMPLOYEE

Print Name: _____

Signature: _____

Date: _____

****Note: Attach this statement to your expense report****

THIS SECTION COMPLETED BY EMPLOYEE'S SUPERVISOR

Name Approved by: _____

Date: _____

Signature: _____