

MISSING RECEIPT AFFIDAVIT

FOR USE WITH PURCHASING CARD OR TRAVEL CARD TRANSACTIONS

I, _____, have either not received, or have misplaced a receipt totaling _____. This expense was incurred on behalf of Miami University.

Reference Number: _____ Transaction Date: ____/____/____
(for purchasing card transaction)

Vendor: _____

Date expense incurred: ____/____/____

Reason for missing receipt: _____

Detail of Expense (Type or print in box below)

I certify that the detail and amount shown above was expended for Miami University business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

Cardholder/Traveler Signature

Date

Department Administrator/Chair for Purchasing Card or
Authorized Signer for Travel

Date

Print Name of Department Administrator/Chair for Purchasing
Card or Authorized Signer for Travel

