

Missing Receipt Affidavit

Employee Name: _____

Date of Expense: _____

Vendor / Merchant Name: _____

Amount of Expense: \$ _____

Description of Purchase: _____

Business Purpose of Expense: _____

If applicable (meals/entertainment), list attendees and company: _____

Reason Receipt Is Unavailable:

- ☐ Lost
- ☐ Not provided by vendor
- ☐ Other: _____

Explanation: _____

Employee Certification

I certify that the expense described above was incurred for legitimate company business purposes. I have attempted to obtain the original receipt but was unable to do so. I confirm that this expense has not been previously reimbursed or submitted elsewhere.

I understand that excessive use of missing receipt affidavits may result in the denial of reimbursement or revocation of company credit card privileges.

Employee Signature: _____

Date: _____