

Certificate of Lost / Missing Receipt

Use when original receipt is not available as back-up documentation for an expense of \$75 and over.

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| Name of Claimant | Name of Vendor | City / State |
| Date of Receipt | Total Cost | Vendor's Telephone Number (if available) |

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| Description of Expense and Business Purpose |
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Note: A form of proof of payment must be submitted, e.g., a credit card statement or cancelled check.

I incurred the expense as described above and have lost, misplaced, or did not receive the receipt. I am submitting this affidavit in lieu of the missing receipt.

I certify that these are accurate and proper charges for costs incurred while on official UC business and that I have not previously requested nor will I again request reimbursement for these expenses, nor will reimbursement of this expense be sought or accepted from any other source.

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|----------------------|------|
| Claimant's Signature | Date |
|----------------------|------|