

University of Virginia

MISSING RECEIPT AFFIDAVIT

(for non-employee use for travel expense transactions)

This Missing Receipt Affidavit must be completed for each missing receipt. The form must be signed by the individual with a complete explanation of the expense when a copy of the receipt is unobtainable. This form should not be used for expenses where a receipt can be recreated, such as for air and rail tickets, and hotel and car rentals.

I, _____, have either not received, or have misplaced a receipt in the amount of \$

Transaction Date:

Vendor:

Detail of Expense
(type in box below)

I, undersigned, certify that these expenses were incurred in the conduct of official business on behalf of the University and the receipt was lost or not obtained. I have not made previous claims for these expenses nor will they be submitted again to the University or any other organization for reimbursement purposes.

Non-employee Traveler Signature

Date