

Certificate of Lost / Missing Receipt

Use as back-up documentation when original itemized receipt is not available

Name	Name of Vendor	City
Date of Receipt	Total Cost	Vendor's Telephone Number
Description of Expense		
Form of Payment		
CASH	CREDIT CARD (Attach back up cc statement or document with payment method)	CHECK (Attach Bank Statement or Draft #) _____

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 itemized 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.

Claimant's Signature:

This form may not be used for the following since a duplicate receipt may be obtained for these expenses:

1. Lost airline tickets
2. Car rental receipts
3. Lodging receipts
4. Registration receipts / brochures