SCHOOL EMPOWERMENT NETWORK

Missing Receipt Affidavit

Submit with your Expensify report

Use this form only when a receipt has been lost and all reasonable attempts to obtain a copy have failed. Submit it with your expense report in place of the missing receipt.

A Missing Receipt Affidavit is not required for tips.

Missing receipt details

VENDOR	DATE	TRIP PURPOSE	AMOUNT
		TOTAL $	

Form of payment (check one)

☐ Corporate Amex ☐ Personal credit card ☐ Cash

Acknowledgment

I understand that this affidavit is intended for rare, exceptional cases and may not be used routinely. Repeated or excessive use may result in the loss of the privilege of submitting a declaration in place of a receipt.

Certification

I certify that the amount listed above is what I actually paid, that I have not and will not submit a duplicate claim for these expenses, and that I have not and will not seek reimbursement for these expenses from any other source.

EMPLOYEE NAME

DATE

SIGNATURE