

# Missing Receipt Statement

## EXPENSE TRANSACTION INFORMATION

Employee Name: \_\_\_\_\_

Current Date: \_\_\_\_\_

Department Name: \_\_\_\_\_

Transaction Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Expense Report Date: \_\_\_\_\_

Amount: \_\_\_\_\_

## DESCRIPTION OF PURCHASE

\_\_\_\_\_

## MISSING RECEIPT AFFIDAVIT

I certify that the transaction amount documented above was incurred on behalf of the company as a legitimate business expense. The charge complies with the company's purchasing policy and authorization limits. This form is submitted as a substitute to the original missing receipt.

Initial for acknowledgement of affidavit: \_\_\_\_\_

## THIS SECTION COMPLETED BY EMPLOYEE

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ \*\*Note: Attach this statement to your expense report\*\*

## THIS SECTION COMPLETED BY EMPLOYEE'S SUPERVISOR

Name Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_