



LOST RECEIPT AFFIDAVIT

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Lost Receipt Affidavit should be completed. It should be signed by the employee and the employee's supervisor and submitted with the employee's reimbursement request, credit card statement, or reconciliation, as appropriate.

(PLEASE PRINT OR TYPE)

Date: _____

EMPLOYEE'S INFORMATION:

First name: _____ MI: _____ Last Name: _____

I am missing a receipt for: _____

I incurred this expense at: _____ On: _____ For: _____
Business Name Date Expense Amount

The receipt was (check applicable):

Lost Never Received Other:

The form of payment I used (check applicable):

Town credit card Personal credit card
 Check Cash
 Travel advance Other: _____

Is expense related to a business meal or food related event? Yes No

Business Purpose of transaction: _____

I understand that a Lost Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Lost Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that the amount shown is the amount I actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim, for these expenses from any other source. Additionally, if for a business meal or food related event, I certify that no alcohol was purchased.

Employee Signature

Supervisor Signature

Employee Name (Printed)

Supervisor Name (Printed)

Date