

UCLA LUSKIN SCHOOL
337 Charles E. Young Drive
3240 Public Affairs Building
Los Angeles CA 90095-1656, USA

MISSING RECEIPT AFFIDAVIT

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing 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.

I am missing a receipt for: _____

I incurred this expense at: _____ **on:** _____ **for:** _____
Business Name (e.g. Conference) *Date or Date Range* *Total Expense Amount Requested for this action*

The receipt was (check applicable):

Lost Never Received Other _____

The form of payment I used (check applicable):

Procurement card Corporate Credit Card Personal Credit Card
 Check Cash Other _____

Business Purpose of Transaction:

Person(s) involved (if expense is related to travel or entertainment):

Meals & Incidentals* – M&IE (# of days x reimbursement amount per day requesting):
***based on actual costs**

I understand that a Missing 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 Missing 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.

Employee Name (Printed)

Supervisor Name (Printed)

Employee Signature

Supervisor Signature

Date

Date