

MISSING RECEIPT DECLARATION

When a receipt is lost, stolen, or otherwise unavailable and all measures to obtain a copy have been exhausted, this Missing Receipt Declaration should be completed. It should be signed by the employee and the employee's supervisor (or signatory) and submitted with the employee's Expense Report in Workday with the appropriate expense line, or with the Procurement Card Verification for the charge.

Employee Details:

Your Name: _____

Email Address: _____

Department/Unit: _____

Transaction Details:

Form of Payment Used:

- Procurement Card
- CTA Card
- Check
- Cash
- Personal Credit Card

Date Purchased: _____

Incurred Cost: _____

Supplier Name: _____

Business Purpose of Transaction: _____

Persons involved (if expense is related to travel or entertainment): _____

Why a receipt is not available: _____

I understand that a Missing Receipt Declaration should be used on rare occasions and that excessive use of such a declaration may result in the denial of reimbursement.

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.

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Employee Signature

Supervisor Signature

Employee Name Printed

Supervisor Name Printed

Date

Date