

**Certificate of Lost / Missing Receipt**

Use when original receipt is not available as back-up documentation for an expense of \$75 and over.

Name of Claimant	Name of Vendor	City / State
Date of Receipt	Total Cost	Vendor's Telephone Number (if available)

Description of Expense and Business Purpose

**Note:** A form of proof of payment must be submitted, e.g., a credit card statement or cancelled check.

- I incurred the expense as described above and have lost, misplaced, or did not receive the receipt. I am submitting this affidavit in lieu of the missing receipt.
- I certify that these are accurate and proper charges for costs incurred while on official UC business and that I have not previously requested nor will I again request reimbursement for these expenses, nor will reimbursement of this expense be sought or accepted from any other source.

Claimant's Signature \_\_\_\_\_ Date \_\_\_\_\_