

**University of the Pacific
Affidavit
Lost / Missing Receipt**

Purpose: Use when original receipt is not available as back-up documentation for an expense.

Name of Claimant <input type="text"/>	Name of Vendor <input type="text"/>	City / State <input type="text"/>
Date of Receipt <input type="text"/>	Total Cost \$ <input type="text"/>	Vendor's Telephone Number (if available) <input type="text"/>

Description of Expense and Business Purpose

**Note: This form may not be used for the following (since a duplicate receipt may be obtained for these types expenses).
Lost air tickets, car rental receipts, lodging receipts or registration receipts.**

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 Pacific 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

X

Supervisor Approval

Approver's Name

Approver's Signature

Date

X
