



### MISSING RECEIPT DECLARATION

When a receipt is lost 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 department manager/chair and submitted with the employee's reimbursement or if applicable, along with their monthly Daemen credit card submission.

I am missing a receipt for: \_\_\_\_\_

Description of Transaction

I incurred the expense at: \_\_\_\_\_ on \_\_\_\_\_ for \$ \_\_\_\_\_

Vendor Name

Date

Expense Amount

The receipt was (check applicable):

- Lost
- Never Received
- Other \_\_\_\_\_

The form of payment I used was:

- Check, cash or personal credit card
- Daemen Credit Card
- Other \_\_\_\_\_

Business Purpose of Transaction: \_\_\_\_\_

Persons Involved (if expense is related to travel or meal): \_\_\_\_\_

By signing this form, I certify the following:

The amount shown is the amount I actually paid; 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 College source.

The sales tax exemption form was used where applicable and any exception must be noted and explained in detail on the reverse of this form.

No alcohol was included in this purchase.

I understand that a Missing Receipt Declaration 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 Declaration may revoke the privilege of a providing a declaration in lieu of a receipt.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department Manager/Chair

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Department Manager/Chair Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date