



MISSING RECEIPT DECLARATION (over \$50)

When a receipt over \$50 is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, this form should be completed, signed, and submitted with the employee’s reimbursement or monthly Daemen credit card expense report.

I am missing a receipt for: _____
Description of Transaction

Receipt Total \$ _____ Date _____ Vendor Name _____

The receipt was (check applicable):

Lost Never Received Other _____

The form of payment I used was:

Personal check/credit card or cash Daemen Credit Card

Business Purpose of Transaction:

People involved (if expenses are related to travel or meals):

By signing this form, I certify the following:

- 1) The amount shown is the amount I actually paid.
- 2) I have not and will not submit a duplicate claim for these expenses from any other university source.
- 3) No alcohol was included in this purchase (per T&E policy).
- 4) A sales tax exemption form was used when applicable

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 may revoke the privilege of providing a declaration in lieu of a receipt.

Employee Signature

Employee Name

Date _____