**MISSING ORIGINAL RECEIPT AFFIDAVIT**

By my signature below, under penalty of perjury, I hereby certify that I incurred the cost of

on from

Amount Date Vendor

for

Business Purpose

and that I am not being reimbursed for this expenditure from any other source.

Brief explanation of why there is no receipt or a copy is being used:

Signature of Claimant Date

Signature of Account Administrator Date

To be used when an original receipt and/or a detailed receipt for a credit card purchase is not available for an expense >$10.

Note: Reimbursement will not be processed if proof of payment in any form is not provided for expenses $75 or more.