

THE UNIVERSITY OF ALABAMA HUNTSVILLE
MISSING/INCOMPLETE TRAVEL RECEIPT AFFIDAVIT

Detailed receipts should be obtained whenever possible for any travel expenses, but are required for registration fees, air fare, rail and bus fares, hotel bills, rental vehicles and fuel, taxi fares, parking fees, tolls, emergency repairs, gasoline and oil purchases for state-owned vehicles, and for any other expense greater than \$75. If an original is lost, a copy of the receipt must be obtained from the airline, hotel, or travel agent. The University may consider accepting the following documents:

- * Credit card charge slip
- * Credit card statement
- * Cancelled check, including reverse side
- * Bank statement

Employee A# 	Employee Name 	Name of Vendor
Date of Receipt 	Total Cost 	City, State
Description of Expense 		
Reason for Missing Receipt 		
Form of Payment ☐ Cash ☐ Credit Card (include statement copy) ☐ Check (include cancelled check copy)		

I certify that while on official University business I incurred the expense described above. I have lost, misplaced or did not receive the appropriate receipt documenting payment. I am submitting this affidavit in lieu of a missing receipt or as a supplement to an incomplete receipt. I understand that when policy requires detailed receipts, this form may only be used as additional justification for incomplete receipt and not in lieu of required receipt. I certify that I have not previously requested, nor will I again request, reimbursement for this expenditure. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

Claimant's Signature:

Date

This form may not be used for the following:

- * Air fare, bus and rail tickets
- * Car rental receipts
- * Lodging receipts
- * Registration receipts