

Lost/Missing Receipt Affidavit



Use this form when the original, itemized receipt is not available as back-up documentation for an expense. An affidavit will not be accepted for hotels, airlines, and car rental receipts. Contact these establishments and request a duplicate receipt. Submit completed affidavit with the applicable expense report.

Name of Claimant:

Purchase Date:

Name of Vendor:

Vendor Telephone #:

Location of Purchase:

Total Cost:

Form of Payment:

Description of Expense and Business Purpose:

NOTE: A form of proof of payment must be submitted, e.g. a credit card or debit card statement, cancelled cheque, etc.

"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 Alberta Conference business and that I have not previously requested nor will I again request reimbursement for these expenses, nor will reimbursement of the expense be sought or accepted from any other source."

Claimants Signature:

Date:

Approver's Name:

Approver's Signature:

Date:
