

Certification for Missing Receipt

Trinity University
May 2015

Type of Transaction:


Purchasing Card

Travel Expense

Petty Cash & Other Accounts Payable

Receipt Information

Transaction Date:

Total Transaction Amount: 

Payee:

(Name of Vendor, Person, etc.)

Location:

(City/State/Zip)

Description of Expenses Incurred

Post Date	Description and Justification for Expense	Amount

Budget Account Number: _____

Reason for Missing Receipt(s)

Lost Receipt

Vendor Provided None

Other

Explanation:

Claimant Certification

Date: _____

(Employee / Other Claimant)

Department

I certify that the foregoing receipt related to an authorized expense is not available or obtainable, and the information is true and accurate, and the amount shown is legally due. This expense has not yet nor will again be submitted for reimbursement or tax purposes.

Signature:

Authorization

Authorized Signature (Vice President, Chair or Director): _____
(Vice President, Chair, or Director)

Printed Name of Authorized Person: _____ Date: _____