

Oberlin College Standard Operating Policy and Procedures	SOP No. 1154-002 Travel, Meals and Entertainment Policy
	Effective Date: July 1, 2016
	Last Revision: September 21, 2020
	Page 30 of 30

APPENDIX 5: MISSING RECEIPT AFFIDAVIT

**OBERLIN COLLEGE
MISSING RECEIPT AFFIDAVIT**

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Affidavit must be completed. It must be signed by the employee and the employee’s supervisor and submitted with the employee’s reimbursement request, unless the transaction was placed on an employee’s Procurement card (P-Card). In the case of a P-Card transaction, the Missing Receipt Affidavit should be retained by the cardholder with all other receipts and documentation and submitted with the monthly P-Card reconciliation.

I am missing a receipt for: _____

I incurred this expense at: _____ **on:** _____ **for:** _____
Business Name Date Expense Amount

The receipt was (check applicable):
 Lost Never Received Other _____

The form of payment I used (check applicable):
 P-Card Corporate Credit Card Personal Credit Card
 Check Cash Other

Business Purpose of Transaction: _____

Person(s) involved (if expense is related to travel or entertainment): _____

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that the amount shown is the amount I actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim, for these expenses from any other source.

Employee Signature	Supervisor Signature
Employee Name (Printed)	Supervisor Name (Printed)
Date	Date