

**University of the Pacific Affidavit  
Lost / Missing Receipt**

**Purpose:** Use when original receipt is not available as back-up documentation for an expense.

Name of Claimant <input type="text"/>	Name of Vendor <input type="text"/>	City / State <input type="text"/>
Date of Receipt <input type="text"/>	Total Cost \$ <input type="text"/>	Vendor's Telephone Number (if available) <input type="text"/>

Description of Expense and Business Purpose

**Note:** This form may not be used for the following (since a duplicate receipt may be obtained for these types expenses).  
Lost air tickets, car rental receipts, lodging receipts or registration receipts.

- 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 official University of the Pacific business and that I have not previously requested nor will I again request reimbursement for these expenses, nor will reimbursement of this expense be sought or accepted from any other source.

Claimant's signature \_\_\_\_\_ Date \_\_\_\_\_  
**X** \_\_\_\_\_

**Supervisor Approval**

Approver's Name  Approver's Signature \_\_\_\_\_ Date \_\_\_\_\_  
**X** \_\_\_\_\_