



MISSING RECEIPT AFFIDAVIT

Instructions:

1. Complete all fields below. Print and sign the affidavit, or sign it electronically.
2. If printed, scan the affidavit.
3. Upload the file and attach it to your Concur expense claim in lieu of a receipt.

Name (please print): _____

Reference Number (RN#): _____

Date of Purchase: _____

Vendor Name: _____

City of Expenditure: _____

Purchase Total: _____

Description of Items Purchased:

Reason Receipt is Missing:

Declaration:

I understand that a Missing Receipt Affidavit may not be used on a routine basis and that overuse may result in the revocation of privilege of using a Missing Receipt Affidavit in lieu of a receipt. I acknowledge that this expense was incurred on behalf of the University of Manitoba and confirm that it is an allowable expense as defined by The University of Manitoba Travel and Business Expense Claims Policy and Procedure and/or the appropriate granting agency policy.

Claimant Signature: _____

Date: _____

Please contact Travel Services Help Desk with questions or for assistance at 204-480-1001 ext. 1 or email to travinfo@umanitoba.ca