

**Travel/Business Expense Related
Missing Receipt Affidavit Form**

Complete and submit this in lieu of missing receipt for a value greater than \$25.

Guest/Employee Name: _____

Vendor	Description of Goods/Services	Amount

Employee's Signature: _____ **Date:** ____/____/____

I acknowledge the above transaction(s) are valid although receipt(s) were lost or not obtained.

Please attached this form to your travel expense report in Concur if you are missing a receipt.