



LOST/MISSING RECEIPT AFFIDAVIT

PURPOSE: Use only after effort has been made to obtain an original, itemized receipt. Affidavits will not be accepted for hotels, airlines, and car rental receipts. Contact the establishments and request a duplicate receipt. Upload completed affidavit to a Workday Expense Report as documentation in place of the lost/missing receipt.

Employee Name	
Name of Vendor	
Purchase Date	
Amount	
Reason receipt is missing	

Description of Expense and Business Purpose:

I certify that this charge was incurred for official University business, is allowable under University and MinnState policy, and does not include personal purchases. The original, itemized receipt is no longer available despite reasonable effort to obtain a duplicate.

I understand that I may not complete a Lost/Missing Receipt Affidavit on a routine basis and that overuse of this form may revoke my privilege of having a University Purchasing Card.

Employee signature: _____ Date: _____

This form must be signed in the presence of a Notary Public.

Signed before me on this

_____ day of _____, 20____

Notary official signature