

**Reimbursement Request No Receipt**

*(Attach to Travel Expense Claim form)*

Understanding that there are occasions when a receipt may not be available, this form will allow for reimbursement under certain circumstances. Please note that each circumstance will be held to a standard of reasonableness.

I, \_\_\_\_\_ (name), certify the following item(s) have been received. This affidavit is in lieu of the original receipt(s).

**Receipt Not Received for Purchase**

If you did not receive a receipt for your purchase (such as parking or toll fees), explain the circumstances here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approving Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Itemized Receipt Not Received for Purchase**

If the vendor was not able to provide you with an itemized receipt (such as the purchase of donuts), you must provide the receipt you have along with a detailed list of the items purchased.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approving Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Original Itemized Receipt Lost**

In order to be reimbursed, you must provide an original itemized receipt. If you have lost the receipt, or only have a photocopy, a one-time exception may be made. Please provide a detailed list of item(s) purchased, including the cost of each. Please note that you may not be reimbursed for a lost receipt for subsequent purchases.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approving Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_