

Idaho State University

Affidavit of Lost Receipt

Instructions

All information requested on this form, needs to be completed before it will be accepted.

Name: _____

Vendor Name: _____

City: _____ Vendor Phone: _____

Date of Receipt: _____ Total Cost: _____

Description of Expense:

Form of Payment:

Cash

Credit Card
(Attach Credit Card Slip)

Check
Bank: _____ Draft # _____

Certification

While on official university business I incurred the expense described above. I have lost, misplaced, or did not receive the receipt documenting payment. I am submitting this in lieu of the missing receipt.

I certify that this is a proper charge for a cost incurred while on official university business and that I have not previously requested, nor will I again request, reimbursement for this expense.

Signature

Date

Approval

Supervisor Signature

Date

Supervisor Name

This form may not be used for the following (since a duplicate receipt may be obtained for these expenses):

1. Lost Air Tickets
2. Car Rental Receipts
3. Lodging Receipts
4. Registration Receipts / Brochures