



UNIVERSITY OF
SOUTHERN MAINE
Business Services

Lost/Missing Receipt Form

IMPORTANT: For lost air tickets, car rental and hotel receipts, a duplicate must be obtained and submitted with this completed form. You must show some proof of payment (e.g. a credit card statement, cancelled check, etc.

I, _____, have either not received or misplaced a receipt
(print name)
totaling \$ _____ paid to: _____
(vendor name)

This affidavit is submitted in lieu of original receipt and attests:

- No original receipt for this expense is available. I have attached a duplicate of this Receipt from the billing agency and proof of payment.
- The expense was incurred on behalf of University business.
- The item and amount of the expense are accurate.
- No reimbursement of this expense has been or will be sought or accepted from any other source.

Description of expense:

Signature: _____ Date: _____

Person Responsible for Department Account: _____
(Please Print)

Signature: _____ Date: _____

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