

Lost Receipt Affidavit

This is to certify that on _____, I paid the sum of \$ _____

for:

1. _____

2. _____

3. _____

I further certify that: No receipt was issued

Receipt was lost or misplaced

Cancelled check not yet received

This statement is given in lieu of the receipt(s) for said expenditures. I also certify that no liquor was included in this purchase.

Traveler's Name

Traveler's Signature

Date

Financial Manager's Signature