

Jacksonville State University
Lost Receipt Report

While traveling for Jacksonville State University on official business, I incurred the expense described below. I have lost, misplaced, or did not receive the required receipt documenting payment. I am submitting this affidavit in lieu of the missing receipt.

Name of Traveler

Amount of Expense

Date of Expense

List type of expense - restaurant, taxi, etc. to include name of vendor

City

State

Traveler's signature

Date

Supervisor's signature

Date

I certify that this is a proper charge for costs incurred on allowable expenses for which I have not previously requested, nor will I again request, reimbursement.