



Instructions: This document is to be submitted along with the employee's expense report.

Missing Receipt Affidavit

EXPENSE TRANSACTION INFORMATION

Employee Name: _____

Current Date: _____

Department Name: _____

Transaction Date: _____

Select One: Lost Receipt Unattainable Receipt

Expense Report Date: _____

Vendor Name: _____

Amount \$: _____

Business Purpose: _____

Reason for Lost Receipt: _____

DESCRIPTION OF ITEMIZED EXPENSES

MISSING RECEIPT AFFIDAVIT

I certify that the itemized receipt for this payment has been lost or was not received from the vendor and that this statement is given in lieu of that itemized receipt to obtain reimbursement for this expenditure.

I further certify that the transaction amount documented above was incurred solely on behalf of OneLegacy as a legitimate business expense. The charge complies with OneLegacy's business expense policy FN02.03.

Initial for acknowledgement of affidavit: _____

THIS SECTION COMPLETED BY EMPLOYEE

Print Name: _____

Signature: _____

Date: _____

****Note: Attach this statement to your expense report****

THIS SECTION COMPLETED BY EMPLOYEE'S SUPERVISOR

Approved by: _____

Date: _____

Signature: _____