

**Stanford University Affidavit
Lost / Missing Receipt**

Purpose: Use when original receipt is not available as back-up documentation for an expense of **\$75 and over**.

Name of Claimant <input style="width: 95%;" type="text"/>	Name of Vendor <input style="width: 95%;" type="text"/>	City / State <input style="width: 95%;" type="text"/>
Date of Receipt <input style="width: 95%;" type="text"/>	Total Cost \$ <input style="width: 95%;" type="text"/>	Vendor's Telephone Number (if available) <input style="width: 95%;" type="text"/>

Description of Expense and Business Purpose

Note: A form of proof of payment must be submitted, e.g., a credit card statement or cancelled check.

- I incurred the expense as described above and have lost, misplaced, or did not receive the receipt. I am submitting this affidavit in lieu of the missing receipt.

- I certify that these are accurate and proper charges for costs incurred while on official Stanford business and that I have not previously requested nor will I again request reimbursement for these expenses, nor will reimbursement of this expense be sought or accepted from any other source.

Claimant's signature _____ Date _____
X _____

Approval

Approver's Name _____ Approver's Signature _____ Date _____
 X _____