

# Tulane

## Missing Receipt Affidavit

(for use with purchasing card or travel expense transactions)

I, \_\_\_\_\_, have either not received, or have misplaced a receipt totaling \_\_\_\_\_.  
This expense was incurred on behalf of Tulane University.

This form is submitted in lieu of the original receipt.

Reference Number: \_\_\_\_\_  
(for purchasing card transaction)

Transaction Date: \_\_\_\_\_

Vendor: \_\_\_\_\_

Detail of Expense  
(type in box below)

**Amount**

\_\_\_\_\_

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I certify that the amounts shown above were expended for Tulane University business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

\_\_\_\_\_  
Cardholder/Traveler Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Administrator/Chair for  
Purchasing Card, or Authorized Signer for Travel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Department Administrator/Chair  
For Purchasing Card, or Authorized Signer for Travel