

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