

**VSA Student Organization
Missing Receipt Affidavit**

When a receipt is lost or otherwise unavailable and all measures to obtain another have been exhausted, the Missing Receipt Affidavit should be completed. It should be signed by the VSA Student Organization Treasurer and the VSA Director of Finance and submitted during Workday reconciliation.

Note: A Missing Receipt Affidavit is not necessary for tips.

I am missing a receipt for: _____

I incurred this expense at _____ on _____ for _____
Business Name Date Dollar Amount

The receipt was (check applicable):

_____ Lost _____ Never Received Other: _____

The form of payment I used (check applicable):

_____ Corporate Card _____ Personal Credit Card _____ Check _____ Cash _____ Other

Business Purpose of Transaction:

Person(s) involved (if expense is related to travel or entertainment):

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I also understand that excessive use of this may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that the amount shown is the amount I actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim for these expenses from any other source.

VSA Organization Treasurer Signature

VSA Director of Finance Signature

VSA Organization Treasurer Name (Printed)

VSA Director of Finance Name (Printed)

Date

Date