

MISSING RECEIPT DECLARATION

Employee Travel & Expense

Purpose: All measures to obtain a required missing receipt have been exhausted, this **Missing Receipt Declaration** is only used for an allowable expense(s).

I certify that the detail and amount shown was expended for business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

Employee Certification: I acknowledge that a **Missing Receipt Declaration** may not be used on a routine basis and that excessive use may result in revoking the privilege of providing a **Declaration** in lieu of a receipt. I certify that the information provided above is accurate, that I have not and will not submit a duplicate claim, and that I have not and will not seek reimbursement for this expense from any other source.