

Middle Management Association

525 Park Street • Suite 333 • St. Paul, Minnesota 55103-2106
Phone: (651) 222-3811 • Toll Free: 1-800-642-2373
Fax: (651) 222-3954
www.mmamn.org

MISSING RECEIPT AFFIDAVIT

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Affidavit should be completed.

I am missing a receipt for: _____

I incurred this expense at: _____ **on:** _____ **for:** _____
Business Name Date Expense Amount

The receipt was (circle applicable):

- Lost • Never Received • Other

The form of payment I used (circle applicable):

- Corporate Credit 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 further understand that excessive use of a Missing Receipt Affidavit 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.

Employee Signature

Supervisor Signature

Employee Name (Printed)

Supervisor Name (Printed)

Date

Date