Missing receipt affidavit

For a business expense whose original receipt was lost, never given or destroyed, when no copy can be had. One line per missing receipt; attach a card or bank statement showing the charge if you have one.

Name _____ Company or department _____

Expense report or claim no. _____ Email or phone _____

Missing receipts

Date	Merchant and city	What was bought	Business purpose	Paid with	Amount
				Total	

Why the receipt is missing

- ☐ Lost or misplaced
- ☐ Never given one (parking meter, tip, vending machine)
- ☐ Destroyed or unreadable
- ☐ Other: _____

What I did to get a copy

- ☐ Asked the merchant for a copy
- ☐ Searched my email and online accounts for an e-receipt
- ☐ Attached a card or bank statement showing the charge
- ☐ Other proof attached: _____

Statement

I certify that I paid the expenses listed above for business purposes; that the original receipts were lost, destroyed or never given to me, and I could not get copies; and that I have not been and will not be reimbursed for them from any other source, nor claim them again. The information on this form is true and complete to the best of my knowledge.

Signature _____ Date _____

Approved by (name and title) _____ Date _____

Check your organization's policy first: many cap what can be claimed without a receipt, and some require a duplicate for airfare, hotel and car rental. For US tax records, the IRS expects a receipt for lodging and for other travel, gift and car expenses of $75 or more; when one is missing, you support the expense with your own detailed statement plus other evidence, such as a card statement (IRS Publication 463).

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