

**STONEHILL COLLEGE
MISSING RECEIPT FORM**

Use this form for both travel related and miscellaneous expense missing receipts. Attach this form to the appropriate document: Corporate Card Reconciliation, Travel Accounting Form, or Request for Payment.

This affidavit is submitted in lieu of original receipt and attests:
An original receipt for this expense is not available or the original receipt has been lost.
The expense was incurred on behalf of College business.
The item and amount of the expenses reported below are accurate.

Date of Receipt	Amount	Vendor Name	Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that receipts for each expense detailed above were lost or not obtained. In addition, these expenses have not yet nor will again be submitted to Stonehill College or any other organization for reimbursement or for personal tax purposes.

Employee Signature: _____ **Date :** _____

Budget Approver Signature: _____ **Date:** _____

Vice President Signature: _____ **Date:** _____