



Missing Receipt Affidavit

Instructions:

1. Complete all fields below. Print and sign the declaration.
2. Scan the declaration. Upload the file to Concur.
3. Attach the completed declaration to your Concur expense or report in lieu of receipt.

I understand that a Missing Receipt Form may not be completed on a routine basis and that overuse may revoke the privilege of providing a Missing Receipt Form in lieu of a receipt.

Name (Please Print): _____

RN# and Report Name: _____

Date of Purchase: _____

Vendor Name: _____

Vendor City of expenditure: _____

Purchase Total: _____

Description of items purchased: _____

Reason receipt is missing: _____

Declaration:

I acknowledge that this expense was incurred on behalf of The University of Manitoba and that it is an allowable expense as defined by The University of Manitoba Travel Policy and/or the appropriate Granting Agency Policy.

Employee Signature: _____ Date: _____

Questions? Please contact:

Travel Services
travinfo@umanitoba.ca or (204)480-1001 ex 1
412 Administration Building