



Missing Receipt Affidavit

Instructions:

1. Complete all fields below, Print and Sign the declaration
2. Scan the declaration
3. Attach completed declaration to expense line or report in lieu of receipt
4. Submit with the related Receipt Submission Report

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: _____

Please return form to:

Travel Services
405 Administration Building
processo@ad.umanitoba.ca or Fax 204-474-7925