



MISSING RECEIPT AFFIDAVIT


Affidavit. Adequate documentation, including itemized receipts, must be submitted to substantiate expenses. If the original receipt is lost or destroyed, the traveler must submit a copy of the receipt or a statement from the vendor certifying that the expense was incurred. Receipts must be submitted within 90 days of the expense date. Receipts must be submitted in original form or as a scanned copy. Receipts must be submitted in original form or as a scanned copy. Receipts must be submitted in original form or as a scanned copy.

Amount	Expense Type	Date	Account
371.56	Meal (including tip)	04/11/2020	MXN


I, \_\_\_\_\_, certify these expenses were incurred by me on behalf of the University of Nebraska or the Nebraska State College System but the original receipt is lost or unobtainable from the issuing business. I further certify that I have not requested and/or will not receive reimbursement from the State of Nebraska or any other funding source for the missing expense report complies with all travel policies and does not contain any unauthorized items, including but not limited to alcohol.

By using the Missing Receipt Affidavit, I further certify this expense report complies with all travel policies and does not contain any unauthorized items, including but not limited to alcohol.

Accept & Create

3. To view or print the affidavit, select the expense and click on the receipt image tab or hover over the  icon.

Expenses

Expense	Receipt Image
<input type="checkbox"/> 04/11/2020 Meal (including tip) Jose Taco, Cabo San Lucas, MEXICO \$10.63 \$10.63	

Vendor: El Sol  
Amount: MXN 371.56