



**Western Michigan University**  
**Missing Receipt Affidavit**  
**(required if missing receipt is \$75 or more)**

Name: \_\_\_\_\_ Emplid #: \_\_\_\_\_

Trip Destination: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Detailed Description of Missing Receipt	Amount	Duplicate Attached	
		Yes	No

I certify the above-mentioned receipt is missing. The original receipt was lost or not obtained. A duplicate receipt has been attached if it was available from the provider. If no duplicate is attached, I was unable to attain it from the provider of goods or services for which payment was made.

I certify the expense was incurred in connection with university business and is accurately stated on the Travel Expense Voucher. In addition, the reimbursement of the expense has not been or will not be paid from any other funding source.

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Manager signature

\_\_\_\_\_  
Date