



**Missing Receipt Affidavit Form
for Travel/Business Related Expenses**

Submit this completed form in lieu of a receipt .

Employee Name: _____

Supplier	Description of Goods/Services	Amount

Employee's Signature: _____ **Date:** ____/____/____

I acknowledge the above transaction(s) are valid although receipt(s) were lost or not obtained.

Please attached this form to your expense report in Workday if you are missing a receipt.