



**Missing Receipt Affidavit Form  
for use with Simmons credit card  
expenses only**

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**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.**