



# Brandeis University

## Missing Receipt Declaration Form

To be completed when all measures to obtain a required receipt have been exhausted. This form should be completed by the person who incurred the expense. It should be attached to the Travel/Business Expense Report or retained within the department with your Pcard transactions.

**I am missing a receipt for:** \_\_\_\_\_  
(Description of the item)

**I incurred this expense at:** \_\_\_\_\_ on \_\_\_\_\_ for \$ \_\_\_\_\_  
(Supplier) (Date) (Amount)

**The receipt was (check one):**

Lost  Never Received  Other \_\_\_\_\_

**The form of payment I used was (check one):**

Pcard  Corporate Card  Personal credit card  Check  Cash  
 Other \_\_\_\_\_

Please provide a concise but clear business purpose for transaction even if the type of transaction may inherently imply a business purpose (toner, paper, pens, lab supplies etc.). If a meal, document the purpose of the meeting/meal, where held and who attended (or a number if more than 10). This will ensure adequate documentation for audit purposes.

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I understand that this form may **not** be used on a routine basis and that overuse may result in losing the privilege of providing this form in lieu of a receipt. I certify that the amounts shown is the amount actually paid, and that I will not submit a duplicate claim, and that I have not and will not seek claim for these expenses from another source. I understand and have read the University Business Expense Policy.

\_\_\_\_\_  
(PRINT First Name) (PRINT Last Name) Dept. Name Ext.

\_\_\_\_\_  
(Signature) Date

\_\_\_\_\_  
(P.I. if grant funded ) Date