

**BROWN UNIVERSITY
MISSING RECEIPT AFFIDAVIT**

Date of Trip: _____

Trip Destination: _____

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 Report. In addition, the reimbursement of the expense has not been or will not be paid from any other source.

Signature of Traveler

Date

Authorized Signature

Date