WAKE FOREST UNIVERSITY

Missing Receipt Affidavit

This form should be used for lost or missing receipts when submitting documentation to support vouchers or Procurement Card Statements to Accounts Payable. Documentation requirements are defined in the Travel, Entertainment, and Business Expense Policy and General Accounts Payable Policy. You can visit us on the web at www.wfu.edu/fas/ap.

Meals and Entertainment

Date	Breakfast (B) Lunch (L) Dinner (D)	Restaurant or Entertainment Venue Name	Names of Attendees and Relationship to the University	Business Purpose	Amount

Miscellaneous-Other

Date	Description/Business Purpose	Amount

I certify that the documentation for each expense described above was lost or unobtainable, and that these expenses have not and will not be submitted to this or any other organization for reimbursement.

Signature of Payee: _____ Date: _____

Printed Name: _____ Contact Number: _____