Missing Receipt Affidavit

I certify that the foregoing transaction receipt is not available, nor obtainable.

Enter the expense(s) that you have incurred but do not have an accompanying receipt

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor** | **Expense Type** | **Expense Date** | **Amount** |
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The information is true and accurate and the amount shown is legally due.

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| --- | --- |
| **Employee Name** | **Date** |
|  |  |