UNIVERSITY OF NEVADA LAS VEGAS

AFFIDAVIT OF LOST OR UNAVAILABLE RECEIPT

Instructions

All information requested on this form needs to be completed before it will be accepted.

See UNLV Accounts Payable Receipts Policy

Please Print or Type

Name	Name of Vendor	City
Date of Receipt	Total Cost	Vendor's Telephone Number
Description of Expense		
Form of Payment ☐ Cash	☐ Credit Card (Attach Credit statement)	☐ Check Bank Draft #

Certification

While on official university business I incurred the expense described above. I have lost, misplaced, or did not receive the receipt documenting payment. I am submitting this affidavit in lieu of the missing receipt.

I certify that this is a proper charge for a cost incurred while on official university business and that I have not previously requested, nor will I again request, reimbursement for this expense.

Signature	Date

APPROVAL

Supervisor's Signature	Date
Supervisor's Name	

This form may not be used for the following (since a duplicate receipt may be obtained for these expenses):

1) Lost air tickets
2) Car rental receipts
3) Lodging receipts
4) Registration receipts / brochures