



## Travel and Travel Card Missing Receipt Affidavit

Missing Receipt Affidavits lacking the required information or documentation will be returned to the authorized signer. Please read the instructions carefully below. If you have used a personal credit card to pay for the transaction in question, you must also provide a copy of your credit statement or print-out

**I certify that I have contacted the merchant and was unable to obtain a copy of the receipt.**

State Policy requires a paid receipt for all requested reimbursements other than per diem, therefore, I, the undersigned, certify (a) that the receipt for the either the T-Card expense or payment from my personal credit card/cash receipt described above was lost or not obtained, and (b) that this expense has not yet been nor will be submitted to UNC Asheville or any other organization for reimbursement or tax purposes. Below is the transaction which I am unable to provide a receipt for.

Vendor: \_\_\_\_\_

Amount: \_\_\_\_\_

Transaction Number: \_\_\_\_\_

Date of Transaction: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Cardholder; \_\_\_\_\_

\_\_\_\_\_  
Signature of Fund Manager/Department Head/Dean

\_\_\_\_\_  
Printed Name of Fund Manager/Department Head/Dean