

**BROWN UNIVERSITY
MISSING RECEIPT
AFFIDAVIT**
(required if traveling and/or missing a receipt
that is valued at \$75 or more)

Date of Trip:

Trip Destination:

| Detailed Description of Missing Receipt | Amount |
|--|--|
| <input style="width: 400px; height: 25px;" type="text"/> | <input style="width: 100px; height: 25px;" type="text"/> |
| <input style="width: 400px; height: 25px;" type="text"/> | <input style="width: 100px; height: 25px;" type="text"/> |
| <input style="width: 400px; height: 25px;" type="text"/> | <input style="width: 100px; height: 25px;" type="text"/> |
| <input style="width: 400px; height: 25px;" type="text"/> | <input style="width: 100px; height: 25px;" type="text"/> |

I certify the above mentioned receipt is missing. The original receipt was lost or not obtained. 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

Cost Center Manager Signature

Date