

Arizona Western College

MISSING RECEIPT AFFIDAVIT

I certify that each receipt described below was not available, not obtained or lost, and I have been unable to obtain a duplicate from the vendor. I am also unable to provide my personal credit/debit card statement for the charge(s) incurred and paid while on my business travel. I certify further that I will not submit another reimbursement request to Arizona Western College or any other organization should the original receipt be found or obtained at some future date.

Travel Request #: TR _____

Travel Destination: _____

<u>AMOUNT</u>	<u>DATE</u>	<u>DETAILED DESCRIPTION OF MISSING RECEIPT(S)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Traveler's Printed Name

Signature

Date

Supervisor's Signature

Date