

1. Reach out to the vendor for a copy of the receipt. If the receipt cannot be obtained, complete the form below. The form is to be completed only if all the options to acquire a receipt are not successful.
2. Limit 2 forms per Fiscal Year
3. \*Complete one form for each missing receipt-  
Per Controller's Policy [Travel & Business Expense Reimbursement Policy \(13957353\)](#)

*\*To satisfy substantiation requirements, all reimbursements must include an explanation of the business purpose for the expense and original receipts detailing the date, place, and amount of the expense. **When you are traveling, receipts less than \$75 are not required unless they are for car rental, lodging or airfare. When charged to a sponsored grant or contract, the explanation should include the relationship of the travel expense to the project. Receipts on sponsored grants should follow the guidelines of the granting agency.***

## Missing Receipt Affidavit

Purchasing Card

Travel Card

I \_\_\_\_\_ have either not received or have misplaced the itemized receipt totaling \$ \_\_\_\_\_.

This expense was incurred on behalf of the University of Miami (UM).

Below is the itemization for each item that was purchased.

Transaction Date:

Vendor:

Reason for missing receipt:

Detail of Expense	Amount
UM Business Purpose	

Cardholder Signature:

Date:

Supervisor Name:

Date:

Supervisors Signature: