EMORY UNIVERSITY

LOST OR DESTROYED RECEIPT AFFIDAVIT

Please read the Lost or Destroyed Affidavit requirements on the back of this form. Lost or destroyed Receipt Affidavits lacking the required information or documentation will be returned to the authorized signer.

**Airline Ticket Receipts**

- OR - I certify that I have contacted the agency and was unable to obtain a copy of the ticket receipt. Therefore I have attached one of the following:
  - A copy of the AMEX Corporate Card record of charge
  - A copy of the itinerary invoice and a form of payment (i.e., credit card statement, cancelled check)

**Hotel Folio**

- OR - I certify that I have contacted the hotel and was unable to obtain a copy of the hotel folio. Please reimburse me based on the following information.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Hotel/City</th>
<th># of Nights</th>
<th>Daily Rate</th>
<th>Total</th>
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**Car Rental Agreement**

- OR - I certify that I have contacted the car rental agency and was unable to obtain a copy of the rental agreement. Please reimburse me based on the following information:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Rental Company</th>
<th>Car Class*</th>
<th># of Days</th>
<th>Total</th>
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*C=Compact, M=Mid-size, F=Full size

**Meals (list each meal separately)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Restaurant/City</th>
<th>B,L,D</th>
<th># of People</th>
<th>Total</th>
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*B=Breakfast, L=Lunch, D=Dinner (Note: if more than 1 person, include business purpose on Expense Report)

**Miscellaneous**

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<th>Date</th>
<th>Description</th>
<th>Total</th>
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I, the undersigned, certify (a) that each expense described above, reported on expense report dated __________, was lost or not obtained, and (b) that these expenses have not nor will again be submitted to Emory University or any other organization for reimbursement or tax purposes.

Signature of Payee (required) _______________________________ Date ____________

Authorized Signature (required) _______________________________ Date ____________

DOCUMENTATION REQUIRED

The University requires individuals to submit the following documentation to substantiate all expenses in excess of $50.

- Air/Rail - original ticket receipt
- Hotel – hotel folio is required for all lodging expenses, regardless of cost
- Car Rental - car rental agreement receipt
- Personal Car Usage - receipts for tolls, parking, and daily mileage log listing date, itinerary, and number of miles
- Meals/Entertainment – credit card receipt or cash register receipt (no restaurant tear tabs)
- Detailed cash or sales receipts
- Packing slips with a dollar amount
- Subscription or dues forms

Please Note: Some schools require receipts for all expenses.

Transactions under $50 do not need receipts unless otherwise required by the individual school or because of conflict with funding agency requirements. Lodging, air, rail, car rental and registration transactions require receipts regardless of the amount.

MISSING RECEIPTS

General

Individuals must attempt to obtain a copy of the original receipt from the vendor for all travel costs in excess of $50. Lost or destroyed receipt affidavits must be signed by both the individual and authorized signer with a complete explanation of the expense if a copy of the receipt is unobtainable.

Airline Ticket Receipt

In the event of a missing airline receipt (last page of the ticket stub), the affidavit must be accompanied by some form of documentation. The agency issuing the original ticket must be contacted and a copy of the receipt requested. All agencies are required by the Airline Reporting Commission to keep copies of every ticket they issue.

If the traveler is unable to obtain a copy of the airline receipt, a copy of the AMEX record of charge or the itinerary and form of payment (either credit card statement or cancelled check) must be included with the missing receipt affidavit.

Hotel Folio

The IRS requires a hotel folio or itemized bill for all lodging reimbursements. The $50 limit does not apply to lodging expenses.

For complete information on expense reporting, please refer to the Emory University Travel Expense Reimbursement policy.