PALM BEACH STATE COLLEGE

Missing Receipt Affidavit

Cardholder's Name: _____

Department Name/Business Unit: _____

Commercial Card Type: Select

Date of Expense	Amount	Type of Expense	Explanation for lost receipt

- I certify that the amounts shown above were purchased and received for Palm Beach State College business.

- I hereby certify that the original receipt is lost and that the expense will not be submitted for reimbursement or payment through any other source.

- I understand that as a result of frequent use of this document for lost receipts, payment of future reimbursements without actual receipts will not be reimbursed.

For Travel Card ONLY:

- In the event a hotel receipt is lost and the hotel cannot provide a duplicate, the traveler shall provide an additional memo certifying that the receipt was lost. The additional memo must include detailed hotel charges (room rate, taxes, etc.), the dates and location of travel, the name of the hotel, the city, and state or country in which the traveler stayed.

- In the event an airfare receipt is lost and the airline cannot provide a duplicate, the traveler shall provide an additional memo certifying that the receipt was lost. The additional memo must include detailed airfare charges (departure and arrival dates round-trip, class of travel (economy), origin and destination, carrier name, flight #, and ticket #.

_____

Cardholder Name Cardholder Signature

_____

Business Unit Approver Name Signature

_____

Finance Approver Name Signature

_____

Date