



Certification of Missing Receipt

Purpose: In rare circumstances where a required receipt is not available, this form should be prepared, signed, approved and submitted with the expense form.

Prior to completing this form, all reasonable methods should be taken to obtain a receipt where required. This includes, but is not limited to, contacting the hotel for a statement, contacting the travel agency or airline for a printout, contacting the car rental agency for a copy of the receipt, etc.

Expense Details

Date Paid:

Amount Paid (USD):

Vendor Name:

Detailed Description of Expense:

Business Purpose:

Reason for Missing Receipt:

Certification: I certify the following:

- The receipt described above was lost or inadvertently not obtained;
 - I have made every possible attempt to obtain a duplicate receipt from the provider of goods and services for the payment that was made;
 - The expense amount is the amount actually paid and will not be claimed from any other source; and
 - The expense is for an allowable cost in accordance with the Dartmouth Business Expense Policy.
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Payee Information

Name (First, MI, Last):

Department:

Payee Signature

Date:

Authorization

Approver Name:

Title:

Approver Signature

Date: