

St. John's Military School Historical Museum Lost/Missing Receipt Form

· IMPORTANT: For lost air tickets, car rental and hotel receipts, a duplicate must be obtained and submitted with this completed form.

· IMPORTANT: You must attach some proof of payment (e.g. a credit card statement, cancelled check, etc).

I, _____, have either not received or misplaced a receipt totaling \$_____.

This affidavit is submitted in lieu of original receipt and attests:

- No original receipt for this expense is available. I have attached a duplicate of this receipt from the billing agency and proof of payment (for air tickets, car rental and hotel receipts only).
- The expense was incurred on behalf of Museum business.
- The item and amount of the expense are accurate.
- No reimbursement of this expense has been or will be sought or accepted from any other source.

Description of expense:

_____ \$ Amount:

Vendor Name: _____

Date of Receipt: _____

Claimant's signature _____

Date _____

Approver's name (President) _____

Approver's signature _____

Date _____

File this affidavit with the proof of payment and duplicate receipts where applicable.