

ADEA Missing Receipt Affidavit

Coding for Expense: _____ - _____ - _____
(Ex. 6051-2400-9999)

Date of Expense: _____
(MM/DD/YYYY)

Vendor Name: _____
(Ex.: Uber, Amazon, Office Depot)

Vendor Description: _____
(Ex. Food, Transportation, Hotel)

Amount: \$ _____
(Cannot exceed \$25.00 and must have attempted to get copy of all receipts)

City: _____
(Location transaction took place)

I am submitting this affidavit in lieu of missing receipt.

Traveler's Signature: _____

Printed Name: _____

Date Submitted: _____
(MM/DD/YYYY)