

Procurement Office - Travel

Missing Receipt Affidavit

INFORMATION:

Vendor Name:	Date of Purchase:
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Purpose of Expenditure:	Amount:
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I hereby certify that I lost my receipt and that this transaction was incurred on behalf of Stony Brook University and is a valid travel expense in the performance of my official duties. I have not nor will I submit a request for reimbursement of this expense on a different source of funding.

I acknowledge that repeated use of the Missing Receipt Affidavit may result in possible travel restrictions.

(This form cannot be used for hotel, airfare, Amtrak, car rental or Uber.)

Employee Signature

Supervisor Signature

Employee Name (Print)

Supervisor Name (Print)

Date

Date