



Missing Receipt Affidavit

University Accounting Services

Accounts Payable - Travel

3801 W. Temple Avenue, 121-East-2160 | Pomona, CA 91768

Email: travel@cpp.edu

The CSU and CPP Travel Procedures require an original, itemized receipt be submitted with a travelers Expense Claim/Report for all business travel related expenses of \$75 or more. Receipts should be clearly marked "paid" or show a zero balance. Payment method should be clearly identifiable on the itemized receipt. **The traveler should make every effort to obtain an itemized receipt to support University travel related expenses.** When an original, itemized receipt cannot be obtained, and the traveler has exhausted all measures to obtain a duplicate receipt for a travel related purchase, the Missing Receipt Affidavit form should be submitted with the Expense Claim/Report to substantiate the expense.

Traveler's Name: _____

Department: _____

Trip Name: _____

Date of Expense: _____

Vendor's Name: _____

Vendor's Address: _____

Vendor's Phone #: _____

Reason(s) itemized receipt was not obtained and detailed explanation of expense incurred:

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Description of Purchase	Amount
Total	

I certify that the itemized receipt for the expense indicated on this form is unavailable and the amount shown above is the actual amount paid, excluding alcohol, while traveling on official business for Cal Poly Pomona. I further certify that the amount above is an allowable expense as defined by the CSU and CPP Travel Procedures, and I have not and will not seek reimbursement from any other source. I am aware that excessive instances of lost/missing receipts may result in additional substantiation requirements for travel related expenses.

Traveler's Signature

Date

Provost/Vice President's Printed Name

Provost/Vice President's Approval Signature

Date