

University of Illinois - Missing Receipt Affidavit

Refer to the Missing Receipt Affidavit information on the back of this form. Complete the form as required and obtain the authorized departmental signature and submit with travel voucher. Incomplete information could delay travel reimbursement. See Section 15.1, Travel Regulations for additional information.

Airline Ticket Receipts

- Attached is a copy or fax of the airline ticket receipt (last page of the stub).
-OR – I certify that I have contacted the agency and was unable to obtain a copy of the ticket receipt.
Therefore I have attached one of the following:
- A copy of credit card statement showing record of charge
 - A copy of the itinerary invoice and the form of payment (i.e. credit card statement, cancelled check)

Hotel Bill

- Attached is a copy or fax of the hotel bill.
-OR – I certify that I have contacted the hotel and was unable to obtain a copy of the bill.
Please reimburse me based on the following information:

Dates	Hotel / City	# of Nights	Daily Rate*	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Daily rate excluding taxes and service charges.

Car Rental Agreement

- Attached is a copy or fax of the car rental agreement.
-OR – I certify that I have contacted the provider and was unable to obtain a copy of the car rental agreement. Please reimburse me based on the following information:

Dates	Rental Company	Car Class*	# of Days	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* C = Compact, M= Mid size, F = Full Size

No Receipt - Business Meals (list each meal separately)

Date:	B,L,D*	Restaurant / City	# of People	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* B = Breakfast, L= Lunch, D = Dinner (Note if more than 1 person, please include business purpose on Travel Voucher)

Miscellaneous Expenses More Than \$10.00 (No Receipt)

- Attached is a copy of the credit card statement.
- | Date: | Description (Provide below) | Total: _____ |
|-------|-----------------------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I, the undersigned, certify that each expense described above, was lost or not obtainable, and that these expenses have not yet or will be again submitted to the University of Illinois or any other entity for reimbursement or tax purposes.

Traveler's Signature _____ Date _____

Department Authorized Signature _____ Date _____

TRAVEL EXPENSE DOCUMENTATION REQUIREMENTS

The University of Illinois requires individuals to submit the following documentation to substantiate travel expenses. See Section 15.1, Travel Regulations for more information on travel reimbursement documentation.

- Air / Rail or other transportation type - Original ticket/ receipt
- Hotel –Original hotel bill is required for all lodging expenses
- Car Rental – Original car rental agreement/payment receipt
- Miscellaneous travel expenses – Original receipt if more than \$10.00
- Business Meals – Original credit card receipt or cash receipt

Receipts must include the name of the vendor, location, date, description of goods or services, and the dollar amount.

MISSING RECEIPTS

Obtain a **copy** of the original receipt from the vendor for all authorized travel expenses more than \$10.00. If a copy of the receipt cannot be obtained, a complete explanation of the expense if a copy of the receipt is not attached. The Missing Receipt Affidavit must be signed by the employee and the traveler's department head or authorized delegate.

MISSING AIRLINE TICKET/RECEIPT

Some form of documentation of the ticket purchase must accompany the Missing Receipts Affidavit. Contact the travel agency or airline issuing the original ticket and obtain a copy of the missing airline ticket or itinerary invoice (for an electronic ticket). All agencies are required by the Airline Reporting Commission to keep copies of every ticket they issue.

If the traveler is unable to obtain a copy of the airline ticket/ receipt, provide a copy of the credit card payment receipt or statement or a copy of other method of payment (receipt for cash, canceled check, etc.)

For complete information on travel expense reimbursement, refer to the Office of Business and Financial Services Policies and Procedures manual at <http://www.obfs.uillinois.edu> or the OBFS Travel Guide at <http://www.oba.uillinois.edu/travel/>.