

Travel and Entertainment Report Missing Receipts Affidavit

Per Rensselaer's Travel and Entertainment Policy all receipts for Rensselaer Credit Card payments and all receipts for cash or personal credit cards that are => \$25.00 must be attached to the expense report. Additionally, certain expenditures require detailed receipts such as flight, accommodations and meals. If a required receipt is missing this affidavit must be completed, signed by a supervisor, sent to the Controller's Office for review and taxability determination before completing the expense report.

Traveler Name: _____ RIN _____ Department _____

Trip Description: _____ Faculty Staff Student Visitor

After Disbursement Operations makes the determination, this form should be returned to:
Name _____ E-mail or Fax _____

Send this form to Disbursement Operations – e-mail Finance_Rice@rpi.edu or Fax 2151

Missing receipt information:

Vendor	TE Number	Date of Expense	Amount	Nature of Expense (business purpose)	Explanation	<i>Disb Ops ONLY</i> <i>Taxable: Y/N</i>

Controller's Office – Disbursement Operations ONLY
Signature _____ Date _____
Printed Name _____

Traveler Signature _____ Date _____

Supervisor Signature _____ Date _____

Supervisor Printed Name: _____

This signed affidavit must accompany the expense report.