

**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. If a required receipt is missing this affidavit must be completed and signed by a supervisor for EACH receipt that is missing. (One transaction per form)

Traveler Name: _____

Trip Description: _____

Missing receipt information:

Vendor _____

Date of expense _____

Amount _____

Nature of expense (business purpose): _____

Explanation why the receipt is not included with expense report:

Traveler Signature _____ Date _____

Supervisor Signature _____ Date _____

Printed Name _____

This signed affidavit must accompany the expense report.