

**HARVARD UNIVERSITY
MISSING RECEIPT AFFIDAVIT**

Missing Receipt Affidavits lacking the required information or documentation will be returned to the authorized signer.

Airline Tickets

Attached is a copy of the itinerary invoice and proof of payment (i.e., credit card statement, cancelled check)

Hotel Folio

Attached is a copy of the hotel folio and proof of payment (i.e., credit card statement)
-OR-
I certify that I have contacted the hotel and was unable to obtain a copy of the hotel folio. Please reimburse me based on the following information and proof of payment:

| Date | Hotel/City | # of nights | Daily Rate | Total |
|------|------------|-------------|------------|-------|
|------|------------|-------------|------------|-------|

Car Rental Agreement

Attached is a copy of the car rental agreement and proof of payment (i.e., credit card statement)
-OR-
I certify that I have contacted the rental car agency and was unable to obtain a copy of the car rental agreement. Please reimburse me based on the following information and proof of payment:

| Dates | Rental Company | Car Class* | # of Days | Total |
|-------|----------------|------------|-----------|-------|
|-------|----------------|------------|-----------|-------|

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

Meals (list each meal separately)

| Date | B, L, D* | Restaurant/City | # of People** | Total |
|------|----------|-----------------|---------------|-------|
|------|----------|-----------------|---------------|-------|

*B=Breakfast, L=Lunch, D=Dinner (**Name of attendees and business purpose is required on Expense Report or Pcard Settlement System)

Miscellaneous

For PCard transactions include a copy of the sweep report from the Pcard Settlement System or a copy of the credit card statement.

| Date | Description (in detail) | Total |
|------|-------------------------|-------|
|------|-------------------------|-------|

I, the undersigned, certify (a) that each expense described above, reported on Web Reimbursement Report number _____, or on the Pcard Settlement System Report was/were lost or not obtained, and (b) that these expenses have not yet nor will again be submitted to Harvard University or any other organization for reimbursement or tax purposes.

Signature of Payee/Card holder _____ Date _____
REQUIRED

Authorized Signature _____ Date _____
REQUIRED