



MISSING RECEIPT AFFIDAVIT

I, _____, have not received or have misplaced a receipt totaling \$_____. This expense was incurred on behalf of Loyola University.

This form is submitted in lieu of the original receipt.

Transaction Date: _____

Amount: _____

Payable to: _____

Detail of Expense: _____

I certify that the amount shown above was expended for Loyola University business purposes.

Employee Name

Employee Signature

Date

Signature of Dean/Department Head

Date