

## University of Arkansas Affidavit of Lost Receipt

<b>Name of Traveler</b>	<b>Name of Vendor</b>	<b>City</b>
<b>Date of Receipt</b>	<b>Total Cost</b>	<b>Vendor's Telephone Number</b>
<b>Description of Travel Expense</b>		

While traveling for the University of Arkansas on official State of Arkansas business I incurred the expense described above. I have lost, misplaced, or did not receive the Receipt documenting payment. I am submitting this affidavit in lieu of the missing receipt.

*I certify that these are proper charges for costs incurred while on official State of Arkansas business and that I have not previously requested nor will I again request reimbursement for these expenses from the University of Arkansas or any other source.*

<b>Traveler's Signature</b>	<b>Date</b>
X	

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### Approval

<b>Department Head or other Authorized Agent</b>	<b>Date</b>
X	