

CLEMSON UNIVERSITY MISSING RECEIPT AFFIDAVIT

I, _____, have either not received or misplaced a receipt totaling \$.

This expense occurred on behalf of:

University P-card

Personal Reimbursement

Travel Reimbursement

Other

Transaction Date:

Vendor:

Expense Details:

Reason for Missing Receipt:

I certify the details above were expended for Clemson University business purposes only, and comply within university spending guidelines.

Cardholder/Traveler/Employee Signature

Date

Supervisor Signature/Department

Date