

Northern Illinois University - Missing Receipt Affidavit

Refer to the Missing Receipt Affidavit information on the back of this form. Complete the form as required and obtain the authorized departmental signature and submit with travel voucher or other required paperwork. Incomplete information could delay reimbursement or clearing of a petty cash fund.

Airline Ticket Receipts

<input type="checkbox"/> Attached is a copy or fax of the airline ticket receipt (last page of the stub). -OR – I certify that I have contacted the agency and was unable to obtain a copy of the ticket receipt. Therefore I have attached one of the following: <input type="checkbox"/> A copy of credit card statement showing record of charge <input type="checkbox"/> A copy of the itinerary invoice and the form of payment (i.e. credit card statement, cancelled check)
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Hotel Bill

<input type="checkbox"/> Attached is a copy or fax of the hotel bill. -OR – I certify that I have contacted the hotel and was unable to obtain a copy of the bill. Please reimburse me based on the following information:				
Dates	Hotel / City	# of Nights	Daily Rate*	Total
*Daily rate excluding taxes and service charges.				

Car Rental Agreement

<input type="checkbox"/> Attached is a copy or fax of the car rental agreement. -OR – I certify that I have contacted the provider and was unable to obtain a copy of the car rental agreement. Please reimburse me based on the following information:				
Dates	Rental Company	Car Class*	# of Days	Total
* C = Compact, M= Mid size, F = Full Size				

No Receipt - Business Meals (list each meal separately)

Date:	B,L,D*	Restaurant / City	# of People	Total
* B = Breakfast, L= Lunch, D = Dinner (Note if more than 1 person, please include business purpose on Travel Voucher)				

Miscellaneous Expenses (No Receipt)

<input type="checkbox"/> Attached is a copy of the credit card statement.	
Description (Provide below or attach further explanation)	Total: _____

I, the undersigned, certify that each expense receipt described above, was lost or not obtainable, and that these expenses have not yet or will be again submitted to the University or any other entity for reimbursement or tax purposes.

Employee's Signature _____ Date _____

Department Authorized Signature _____ Date _____

Acctg Review/Approval of Documentation _____ Date _____

TRAVEL EXPENSE DOCUMENTATION REQUIREMENTS

Northern Illinois University requires individuals to submit the following documentation to substantiate travel expenses.

- Air / Rail or other transportation type - Original ticket/ receipt
- Hotel –Original hotel bill is required for all lodging expenses
- Car Rental – Original car rental agreement/payment receipt
- Miscellaneous **travel** expenses – Original receipt if more than \$10.00
- Business Meals – Original credit card receipt or cash receipt

Receipts must include the name of the vendor, location, date, description of goods or services, and the dollar amount.

MISSING AIRLINE TICKET/RECEIPT

Some form of documentation of the ticket purchase must accompany the Missing Receipts Affidavit. Contact the travel agency or airline issuing the original ticket and obtain a copy of the missing airline ticket or itinerary invoice (for an electronic ticket). All agencies are required by the Airline Reporting Commission to keep copies of every ticket they issue.

If the traveler is unable to obtain a copy of the airline ticket/ receipt, provide a copy of the credit card payment receipt or statement or a copy of other method of payment (receipt for cash, canceled check, etc.)

MISSING RECEIPTS – Petty Cash and Travel

Obtain a **copy** of the original receipt from the vendor for all authorized travel or Petty Cash expenses. If a copy of the receipt cannot be obtained, a complete explanation of the expense should be provided if a copy of the receipt is not attached. This explanation can be attached to this form. For Petty Cash purposes, all receipts must be addressed, no matter what the cost. The Missing Receipt Affidavit must be signed by the employee and the employee's department head or authorized delegate.