

Salisbury University

Diners Club Travel Card Missing Receipt Affidavit

Cardholders are required to obtain receipts for all transactions. If this is not possible, a Missing Receipt Affidavit must be completed and signed by the cardholder and their immediate Supervisor. Please read the following requirements before completing a Missing Receipt Affidavit.

Documentation Requirements

Detailed receipts should include:

- Vendor Name
- Vendor Contact Information
- Transaction Date
- Detailed Break Down of Items Purchased
- Price Paid for Each Line Item
- Total of All Line Items (Including Shipping)
- Food purchase documentation must include the name and purpose of the function and who attended it

Documentation Examples

- Hotel Folio
- Airline Itinerary
- Company invoice
- Itemized store sales slips
- Itemized packing slips with pricing
- Copies of registration forms - fully filled out
- Email order acknowledgements or confirmations, if itemized

Missing Receipts

Individuals must attempt to obtain a copy of the original receipt from the vendor, and these attempts should be documented. If a replacement receipt cannot be obtained, this form must be used to document the Diners Card transaction. All information must be completed, and both the cardholder and their immediate supervisor must sign the form. The completed form should be uploaded with the Credit Card Transaction Reconciliation.

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Receipt Information:

Transaction Date:	
Vendor Name:	
Total Purchase Amount:	

Detail of Expense:

Item Description	Amount

Statement of Attempt to Obtain Duplicate Receipt:

Date Vendor Contacted	Who You Spoke To	Vendor Response

CLAIMANT CERTIFICATION

I, the undersigned cardholder, have either not received, or have misplaced, a receipt for the above-mentioned transaction. I certify that this expense was incurred on behalf of the University for business purposes, and that the claimed expense was made in accordance with applicable laws and regulations, including, but not limited to, sponsored project terms and conditions, the USM Procurement Policies and Procedures, and Salisbury University Purchasing Policy and Procedures. In addition, I have attempted to obtain a duplicate receipt but was unable to due to the above circumstances.

Cardholder Signature

Supervisor Signature

Printed name

Printed name

Date

Date