

**UNIVERSITY OF ARKANSAS – FORT SMITH
TRAVEL OFFICE**

Lost or Unattainable Receipt Affidavit
(not to be used with State-Issued Travel Card)

TRAVELER NAME _____

DEPARTMENT _____ EXT. _____

I certify that I made the purchase shown below for official business purposes, but I do not have a detailed receipt because (check all that apply):

- ☐ Vendor did not provide a detailed receipt
- ☐ I had a receipt, but cannot locate it
- ☐ I have a receipt, but it is not readable and this affidavit is provided in order to describe the items purchased
- ☐ Other (Explain):

Vendor Name		
City		
Date of Purchase		
Detailed description of items – attach additional sheets if necessary		Item Amount
Total Purchase Amount		

This document will be used in lieu of an itemized receipt for this transaction.

Cardholder Signature: _____ Date: _____

Supervisory Signature: _____ Date: _____

Reviewed by Travel Manager: _____