

Year

# Missing Original Receipt Affidavit



TRAVEL OFFICE

By using the Missing Original Receipt Affidavit, you attest that this is an appropriate and allowable expense but the original receipt for \$50.00 or more is lost or unobtainable.

TODAY'S DATE
--------------

## Missing Receipt Information

VENDOR NAME	DATE OF EXPENSE
CITY, STATE	AMOUNT
	\$
PLEASE EXPLAIN BUSINESS PURPOSE AND REASON FOR MISSING RECEIPT	

## Signatures

TRAVELER (PRINT NAME)	DATE	SIGNATURE
APPROVER (PRINT NAME)	DATE	SIGNATURE

Attach original approved form to authorized Travel Voucher and submit to MS11 B104.

Questions? Contact Renee Sullivan at (609) 243-3500 or email [rsulliva@pppl.gov](mailto:rsulliva@pppl.gov).