

UNC Charlotte Missing Receipt Affidavit (MRA)

Documentation Requirements

Read the Missing Receipt Affidavit (MRA) requirements below before completing the affidavit. MRAs lacking the required information or documentation will be returned to the authorized signer. Open the form using Adobe Acrobat Pro DC to utilize the secure digital signature feature and other built-in functionality.

General

Individuals must attempt to obtain a copy of the original receipt from the vendor for all expenses. MRAs must be signed by both the individual and authorized signer with a complete explanation of the expense if a copy of the receipt is unobtainable.

An MRA is required when the missing receipt is for an expense **over \$25**.

Airline Ticket

In the event of a missing airline receipt, the travel/airline agency that issued the original ticket must be contacted, and a copy of the receipt requested. Travel agencies are required by the Airlines Reporting Corporation to keep copies of every ticket they issue.

If the traveler is unable to obtain a copy of the airline receipt, acceptable alternatives are a copy of the airline or agency itinerary showing form of payment, a redacted credit card statement, or a redacted cancelled check.* One of these must be included with the MRA.

Hotel Folio

The University requires a hotel folio or itemized bill for all lodging reimbursements. In the event of a missing paid receipt, a copy of the online booking or other documentation with proof of payment is required with the MRA.

*Purchasing card (p-card) purchases do not require copies of credit card statements or payment verification.

For complete information on travel expense reporting, refer to the [UNC Charlotte Travel Manual](#).

Signature

Select the appropriate signature field to enter your digital ID. If you do not already have a digital ID, from the appropriate signature field, select "Configure Digital ID" from the pop-up window and follow the on-screen guidance. If you are unable to create a secure digital signature ID, you can print and manually sign this form.



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Affidavit

For use with purchasing card (p-card) or travel expense transactions

I, _____, have either not received, or have misplaced, a receipt for an expense that was incurred on behalf of UNC Charlotte for valid university business purposes, per University Policy 601.8, Appropriate Use of University Funds.

This form is submitted in lieu of the original receipt.

Reference (TXN) number (for p-card transaction): _____

Transaction Date: _____

Vendor: _____ Amount: _____

Detail of Expense:

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I, the undersigned, certify that these expenses have not yet nor will again be submitted to this or any other organization for reimbursement or tax purposes.

UNC Charlotte ID#

Cardholder/Traveler Printed/Typed Name

Date

Cardholder/Traveler Signature

UNC Charlotte ID#

Supervisor Printed/Typed Name

Date

Supervisor Signature