

## UNC CHARLOTTE MISSING RECEIPT AFFIDAVIT

Please read the Missing Receipt Affidavit requirements on the next page. Missing Receipt Affidavits lacking the required information or documentation will be returned to the authorized signer.

### Airline Ticket Receipts

Attached is a copy or fax of the airline ticket receipt (last page of the ticket 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 the following:  
 A copy of the itinerary invoice and form of payment (i.e., \*redacted copies of credit card statement or cancelled check)

### Hotel Folio

Attached is a copy or fax of the hotel folio.  
 -OR- I certify that I have contacted the hotel and was unable to obtain a copy of the hotel folio. Please reimburse me based on the following information (\*attach payment verification):

Dates	Hotel/City	# of Nights	Daily Rate*	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\*Daily rate excluding taxes and service charges

### Car Rental Agreement

Attached is a copy or fax of the car rental agreement.  
 -OR- I certify that I have contacted the rental car agency and was unable to obtain a copy of the car rental agreement. Please reimburse me based on the following information (\*attach payment verification):

Dates	Rental Company	Car Class*	# of Days	Total
_____	_____	_____	_____	_____

\*C=Compact, M=Mid-size, F=Full-size

### Miscellaneous

Attached is a redacted copy of the \*credit card statement, cancelled check, or other documentary evidence.

Date	Description (in detail)	Total
_____	_____	_____
_____	_____	_____

I, the undersigned, certify

(a) that each expense described above, reported on attached reimbursement request dated \_\_\_\_\_ was lost or not obtained, and

(b) that these expenses have not yet nor will again be submitted to this or any other organization for reimbursement or tax purposes.

Employees will be responsible for payment of all tax penalties and organization expenses related to their lack of original receipts.

<b>Payee UNC Charlotte ID#</b>	<b>Payee Signature</b>	<b>Payee Printed Name</b>	<b>Date</b>
<b>Supervisor UNC Charlotte ID#</b>	<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>

## DOCUMENTATION REQUIREMENTS

UNC Charlotte requires individuals to submit the following documentation to substantiate all expenses other than subsistence.

- Air/Rail – original ticket receipt
- Hotel – hotel folio is required for all lodging expenses, regardless of cost.
- Car Rental – original car rental agreement receipt
- Personal Car Usage – receipts for tolls and parking and daily mileage log listing date, itinerary, and number of miles.
- Meals/Entertainment – cash register receipt and proof of payment (does not apply to travel subsistence)
- Receipts must include the name of the vendor, location, date, and dollar amount.
- Detailed cash or sales receipts
- Packing slips with a dollar amount
- Subscription or dues forms

## MISSING RECEIPTS

### General

Individuals must attempt to obtain a copy of the original receipt from the vendor for all expenses. Missing receipt affidavits 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.

### Airline Ticket

In the event of a missing airline receipt (last page of the ticket stub), boarding passes or other original document, the affidavit must be accompanied by some \*form of documentation that substantiates the payment. The travel agency issuing the original ticket must be contacted and a copy of the receipt requested. All travel 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 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 missing receipt affidavit.

### Hotel Folio

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

\*P-Card purchases do not require copies of credit card statements or payment verification.

*For complete information on expense reporting, please refer to the UNC Charlotte Travel Procedure Manual.*