

**For use with UMSO state
vehicle assigned
ProCards only*

UNIVERSITY OF MASSACHUSETTS
CENTRAL ADMINISTRATION

MISSING RECEIPT AFFIDAVIT

I certify that each ticket stub or other receipt described below, was lost or not obtained and that I have been unable to obtain a duplicate from the provider of goods or services for which payment was made. It has not, nor will it be submitted for reimbursement to the University of Massachusetts or any other organization.

<u>DETAILED DESCRIPTION OF MISSING RECEIPT(S)</u>	<u>AMOUNT</u>
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Traveler's Signature

Date

Traveler's Direct Supervisor Signature

Date

Updated 10/2/14