

## LOST RECEIPT CERTIFICATION FORM

If an original receipt is lost, the reimbursee should first ask for a duplicate receipt from the merchant or vendor. If a duplicate is not available, then a lost receipt form should accompany your reimbursement request. A credit card statement or bank statement may be attached to this form to verify the amount to be reimbursed.

**This certification attests to the following:**

a. No original receipt is available for this expense. Please check applicable statement below.

A credit card or bank statement is attached to verify amount

The merchant or billing agency is unable to provide a duplicate receipt.

b. The expense was incurred on behalf of: \_\_\_\_\_  
(Chapter Name)

c. The item and amount of the expense are accurate.

**Merchant Name:** \_\_\_\_\_  
(Payee/Vendor)

**Location:** \_\_\_\_\_  
(City) (State)

**\*Description of Expenditure: (Amount \$) (Date Expense Incurred)**  
\_\_\_\_\_  
\_\_\_\_\_  
(Amount \$) (Date Expense Incurred)

**Reimbursee Name** \_\_\_\_\_  
(Last) (First) (Middle Initial)

**Reimbursee Signature** \_\_\_\_\_  
(Date)

**Authorized Chapter Office Signature** \_\_\_\_\_  
(Date)