

AFFIDAVIT OF LOST RECEIPT

Travel Services
Washington State University
Pullman, WA 99164-1025

See 95.20 for additional instructions.

Name of Traveler	Name of Vendor	City
Date of Receipt	Total Cost \$	Vendor's Telephone Number
Description of Travel Expense		

While traveling for Washington State University on official state of Washington business I incurred the expense described above. I have lost, misplaced, or did not receive the receipt documenting payment. I am submitting this affidavit in lieu of the missing receipt.

I certify that these are proper charges for costs incurred while on official state of Washington business and that I have not previously requested nor will I again request reimbursement for these expenses.

Traveler's Signature X	Date
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APPROVAL

Travel Office Signature X	Date
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