



FINANCIAL AFFAIRS

The University of Alabama at Birmingham

Missing Receipt Affidavit

Traveler's Name _____

Transaction Date _____

Merchant _____

Transaction Amount _____

Please provide an explanation of why a detailed receipt could not be obtained

_____ This expense is being charged to a grant/contract and the claimed expenses are in compliance with the conditions and/or terms as outlined in the grant/contract.

_____ I certify that no alcohol was purchased and that the purchase is in compliance with all UAB Travel Reimbursement Procedures.

Traveler Signature

Date

Supervisor Signature

Date

Submit affidavit as supporting documentation for the transaction in OnBase.