

**Certificate of Missing Documentation**

Date: \_\_\_\_\_

This form is to be used only when an expense document was lost, accidentally destroyed or unattainable.

Claimant: \_\_\_\_\_  
(Individual who is reporting that a document is unavailable.)

Receipt Type: \_\_\_\_\_  
(Was the missing document for an airfare boarding pass, taxi receipt, P-Card receipt, etc.)

Report Name: \_\_\_\_\_  
(As entered in Concur or cart name in eShop, or month of PCard statement)

Date of Claim: \_\_\_\_\_  
(Date entered into Concur or eShop, or date of PCard charge)

Index #: \_\_\_\_\_

Date Paid: \_\_\_\_\_ In the amount of : \_\_\_\_\_  
(Approximate date on which the missing document was issued)

Why Document is Missing ?

**I hereby declare that the original document described above is unattainable or lost. I further declare that I have not and will not use the document(s) to claim reimbursement from any other source.**

Claimant (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Approval:** *To be approved by the Fund signing authority and one-over-one signature, where applicable. If missing document is for a PCard transaction, claimant signature, (funding authority if different), and one-over-one signature is required.*

Fund authority (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_