

**Johns Hopkins University**  
**ORIGINAL RECEIPT/MISSING RECEIPT AFFIDAVIT**

Please read the Original Receipt/Missing Receipt Affidavit requirements on the back of this form. Original Receipt and Missing Receipt Affidavits lacking the required information or documentation will be returned to the authorized signer.

**Airline Ticket Receipts**

<input type="checkbox"/> Attached is a copy or fax of the airline ticket receipt (last page of the ticket stub). - OR - I certify that I have contacted the agency and was unable to obtain a copy of the ticket receipt. Therefore I have attached one of the following: <input type="checkbox"/> A copy of the American Express Corporate Card record of charge <input type="checkbox"/> A copy of the itinerary invoice and form of payment (i.e., credit card statement, cancelled check)
--

**Hotel Folio**

<input type="checkbox"/> Attached is a copy or fax of the hotel folio (itemized hotel bill). - OR - I certify that I have contacted the hotel and was unable to obtain a copy of the hotel folio. Please accept the credit card statement to reimburse me for my hotel cost:
---

**Car Rental Agreement**

<input type="checkbox"/> Attached is a copy or fax of the car rental agreement. - OR - I certify that I have contacted the rental car agency and was unable to obtain a copy of the car rental agreement. Please reimburse me based on the following information:  *Credit card statement identifying record of charge.
--

**Meals**

<input type="checkbox"/> Attached is a copy of the meal receipt(s) – OR – I certify that I did not maintain receipts for my meals. Please reimburse me based on the following information: <b>Detailed Explanation of missing or copied receipts:</b>  _____
---

**Miscellaneous**

<input type="checkbox"/> Attached are copies of receipts or the original receipts are missing. Below is a detailed explanation stating why the original receipt(s) or missing receipt(s) where not submitted?	
Date                      Explanation	
_____	_____
_____	_____

I, the undersigned, certify (a) that each expense reported on the attached expense report or check requisition dated \_\_\_\_\_ the original receipt was lost or not obtained, and (b) these expenses have not yet nor will again be submitted to Johns Hopkins University or any other organization for reimbursement or tax purposes. I understand that the University is not obligated to reimburse for any expense that does not have receipt of payment.

Signature of Payee \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

LEGIBLE SIGNATURE REQUIRED

## DOCUMENTATION REQUIREMENTS

The University requires individuals to submit the following original documentation to substantiate all expenses in excess of \$75.00. Some departments may require receipts for amounts under \$75.00.

- Air/Rail – original ticket receipt.
- Hotel – hotel folio is required for all lodging expenses, regardless of cost.
- Car Rental – car rental agreement receipt.
- Personal Car Usage – receipts for tolls and parking and daily mileage log listing date, itinerary, and number of miles.
- Meals/Entertainment – credit card receipt or cash register receipt, any one meal exceeding \$75.00 requires an original receipt and a business explanation. If the original receipt is missing or lost you must provide a detailed explanation.
- Receipts must include the name of the vendor, location, date, and dollar amount.
- Detailed cash or sales receipts.
- Miscellaneous Expenses – Vendor receipt with payment method, credit card receipt, electronic email receipt with payment method identified, cancelled check and charge card statement.

## MISSING RECEIPTS

### General

Individuals must attempt to obtain a copy of the original receipt from the vendor for all travel, or miscellaneous costs in excess of \$75. Missing receipt affidavits must be signed by both the individual and authorized signer with a complete explanation of the expense if a copy of the receipt is unobtainable.

### Airline Ticket Receipt

In the event of a missing airline receipt (last page of the ticket stub), the affidavit must be accompanied by some form of documentation. The agency issuing the original ticket must be contacted and a copy of the receipt requested. All agencies are required by the Airline Reporting Commission to keep copies of every ticket they issue. If the traveler is unable to obtain a copy of the airline receipt, a copy of the American Express record of charge or the itinerary and form of payment (either credit card statement or cancelled check) must be included with the missing receipt affidavit.

### Hotel Folio

The IRS requires a hotel folio or itemized bill for all lodging reimbursements. The \$75 limit does not apply to lodging expenses.

*For complete information on expense reporting, please refer to the Johns Hopkins University Business Travel and Expense Guide.*