



Missing Receipt Affidavit – Non-Recoverable Expenses

Please provide the following information and digitally sign below. Save this document to your desktop and submit the affidavit by uploading it as an attachment to your expense report in Concur. For assistance, please contact travelsupport@mit.edu.

Date of Expense

Vendor

Amount

City

With my digital signature below, I certify that I do not have a receipt and this transaction is a valid business transaction that conforms to MIT's travel and expense policy. I acknowledge that these expenses must be classified with the non-recoverable expense type and may not be charged to a sponsored account.