Missing receipt declaration

For an employer reimbursement claim or your own bookkeeping records.
Use your employer's own form instead if it has one.

Purchase details

Date of purchase

Amount and currency

Merchant name

Merchant location or website

What was bought (describe the items or service; do not guess details you cannot verify)

Business purpose (for a meal, also list who attended)

How it was paid (card type and last four digits only)

Order or booking reference, if any

Why the original receipt is unavailable

What happened to the receipt

Recovery steps tried (email search, merchant account, duplicate request) and dates

Supporting evidence attached

- [ ] Card or bank statement line
- [ ] Order, booking or confirmation email
- [ ] Merchant correspondence about a duplicate
- [ ] Calendar entry, itinerary or other record of the purpose
- [ ] Other: _____

Declaration

I declare that the details above are true to the best of my knowledge, that the original receipt cannot be recovered, and that this expense has not been claimed elsewhere.

Name

Signature and date

Approver name (if your employer requires one)

Approver signature and date

This declaration is not a receipt or tax invoice. Attach supporting evidence. Acceptance depends on your employer, tax authority and circumstances.