

**HARVARD UNIVERSITY  
MISSING RECEIPT AFFIDAVIT**

Missing Receipt Affidavits lacking the required information or documentation will be returned to the authorized signer.

**Airline Tickets**

Attached is a copy of the itinerary invoice and proof of payment (i.e., credit card statement, cancelled check)

**Hotel Folio**

Attached is a copy of the hotel folio and proof of payment (i.e., credit card statement)  
-OR-  
I certify that I have contacted the hotel and was unable to obtain a copy of the hotel folio. Please reimburse me based on the following information and proof of payment:

Date	Hotel/City	# of nights	Daily Rate	Total
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**Car Rental Agreement**

Attached is a copy of the car rental agreement and proof of payment (i.e., credit card statement)  
-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 and proof of payment:

Dates	Rental Company	Car Class*	# of Days	Total
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\*C=Compact, M=Mid-size, F= Full-size

**Meals (list each meal separately)**

Date	B, L, D*	Restaurant/City	# of People**	Total
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\*B=Breakfast, L=Lunch, D=Dinner (\*\*Name of attendees and business purpose is required on Expense Report or Pcard Settlement System)

**Miscellaneous**

For PCard transactions include a copy of the sweep report from the Pcard Settlement System or a copy of the credit card statement.

Date	Description (in detail)	Total
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I, the undersigned, certify (a) that each expense described above, reported on Web Reimbursement Report number \_\_\_\_\_, or on the Pcard Settlement System Report was/were lost or not obtained, and (b) that these expenses have not yet nor will again be submitted to Harvard University or any other organization for reimbursement or tax purposes.

Signature of Payee/Card holder \_\_\_\_\_ Date \_\_\_\_\_  
REQUIRED

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

Mathematics Department  
Harvard University

I hereby certify that the receipts below do not contain any alcohol items.

Date	Store/Restaurant	Total amount

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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**Harvard Travel Policy:**

In order to charge a business meal on a federal award, an itemized receipt should be presented even if the total amount of the bill is less than \$75. If an itemized receipt is not available, use a Missing Receipt Affidavit (MRA), and:

- If the meal(s) did not include alcohol, the traveler must attest in writing that no alcohol was charged, and the entire amount can be charged to the appropriate federal award.
- If the meal(s) did include alcohol and the traveler can attest in writing the alcohol cost, then the alcohol portion of the meal costs, along with the applicable tax and tip, must be charged to a non-sponsored account (using object code 8450). The remainder of the meal costs can be charged to the appropriate federal award.
- If alcohol was included and the traveler CANNOT attest to the alcohol cost, then no portion of the meal costs can be charged to a federal award.