

**MISSING RECEIPT AFFIDAVIT**

**A Missing Receipt Affidavit is required for any missing receipts for costs \$75 or greater. Completed affidavits should be sent to [accountspayable@bvari.org](mailto:accountspayable@bvari.org).**

*I certify that each ticket stub or receipt described below was either lost or not obtained and that I have not been able to obtain a duplicate copy from the provider of goods or services for which payment was made. These expenses have not yet nor will again be submitted to BVARI, the IRS, or any other organization for reimbursement or tax purposes.*

Date Cost Incurred	Description ( <i>in detail</i> )	Total
<b>TOTAL:</b>		

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
BVARI Authorization