

Statement regarding lost receipt

Company name: _____

Employee's name: _____

Employee ID (if available): _____

Expense Details

- Transaction date: _____
- Place of purchase/service: _____
- Description of the expense:

- Amount (including VAT): _____

Reason for Missing Receipt

Describe why the receipt cannot be attached:

Signature

I verify that the above information is accurate and that this expense was incurred in the course of my work duties.

Employee's signature: _____

Date: _____

Manager's Approval (if applicable)

I confirm that I have reviewed this certificate and approve the expense in accordance with the company's policy.

- Manager's name: _____
- Manager's signature: _____
- Date: _____

Note: This certificate must be attached to the expense report and submitted for review by the finance department.