

**UNIVERSITY OF CONNECTICUT
MISSING RECEIPT AFFIDAVIT**
(for use with WEX fuel card)
USE ONE AFFIDAVIT FOR EACH MISSING RECEIPT

If original receipt is missing for whatever reason, the driver must first contact the vendor to request a replacement. If the vendor will not provide a replacement receipt or an affidavit verifying the purchase this form MUST be filled out by the driver and signed by the Department WEX Administrator. A driver can't approve their own affidavit.

I _____ have either not received, or have misplaced a receipt totaling _____. This expense was incurred on behalf of The University of Connecticut for vehicle plate number _____.

This form is submitted in lieu of the original receipt.

Reference number

Transaction Date

Vendor

Last 6 digits of card#

Detailed Description of charge:

REQUIRED: Give a detailed description (dates and times) of steps taken to obtain a receipt from vendor.

I certify that the fuel amounts shown above were expended for University of Connecticut business purposes and have not nor will not be submitted for reimbursement to the University of Connecticut or any other organization. I understand that repeated lack of documentation could result in revocation of my WEX Fuel Card.

REQUIRED SIGNATURES

Driver

Date

WEX Department Administrator

Date