

Air Force Lost Receipt Form

Personal Information

- Name: _____
- Rank: _____
- Unit/Command: _____
- Contact Number: _____
- Date of Submission: _____

Receipt Details

- Description of Expense: _____
- Date of Expense: _____
- Amount: _____
- Vendor Name: _____

Reason for Missing Receipt

Provide a detailed explanation of why the receipt is unavailable:

Certification Statement

I, _____, certify that the information provided above is accurate to the best of my knowledge and that the expense was incurred for official purposes.

Supervisor's Approval

- Supervisor's Name: _____
- Signature: _____
- Date: _____