While conducting official business for a RSO of Washington State University I incurred the expense described above. I have lost, misplaced, or did not receive the receipt documenting payment. I am submitting this affidavit in lieu of the missing receipt.

*I certify that these are proper charges for costs incurred while on official State of Washington business and that I have not previously requested nor will I again request reimbursement for these expenses.*

Claimant Signature: ___________________________ Date: ___________________________

Advisor Signature: ___________________________ Date: ___________________________