

**Johns Hopkins University**  
MISSING RECEIPT AFFIDAVIT for Technology Equipment Expenses

Please read the documentation and substantiation requirements for Technology equipment expenses on the next page of this form. Any Missing Receipt Affidavit lacking a full accounting of the expense and the required information or documentation will be deemed ineligible under the program. If it is determined upon audit that an employee was reimbursed for an expense that does not qualify under the COVID-19 Caregiving Relief Fund program terms or is not supported by appropriate underlying documentation, the employee **must reimburse the University for the full amount he/she received under the program for this expense.**

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**JHU COVID-19 Caregiving Relief Fund**

Name: \_\_\_\_\_

JHED: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I certify that the original receipts for the Technology equipment expense reimbursement described below are missing, lost, incomplete, or otherwise unavailable. **Once you complete and sign the Missing Receipt Affidavit, please attach it to your claim submission with Discovery Benefits.** Please provide the requested information for the category below.

Technology equipment expenses for use by a school age dependent child during remote learning (e.g., tablet, computer, laptop, printer, webcam, speaker, microphone, headphones, and WiFi extenders). This category will be limited to a maximum benefit of \$1,000 per JHU Affiliate for expenses incurred on or after July 1, 2020. Please provide the following information:

- Full description of item(s) purchased: \_\_\_\_\_
- Transaction amounts: \_\_\_\_\_
- Date of purchase: \_\_\_\_\_
- Method of payment: \_\_\_\_\_
- Valid contact information of seller/vendor (i.e., name and phone number for verification purposes): \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

I, the undersigned, certify that for each Technology equipment expense reported, the original receipt was lost, incomplete or not able to be obtained. Furthermore I certify that the expenses meet each of the following criteria:

- (a) are eligible Technology equipment expenses under the COVID-19 Caregiving Relief Fund program terms;
- (b) were incurred on or after July 1, 2020;
- (c) were incurred as a direct result of the COVID-19 pandemic; and
- (d) have not been or will not be reimbursed to me from any other source, including the JHU COVID-19 Employee Relief Fund or otherwise.

I understand that the University is not obligated to reimburse for any Technology equipment expense that does not have receipt of payment. I also understand that if it is determined that I received a payment that does not qualify under the COVID-19 Caregiving Relief Fund program terms, I must return any payments made to me promptly. I also understand that I may be subject to disciplinary action if I provide false information or incomplete information. If there are any changes in the provided information, I understand it is my responsibility to immediately notify Discovery Benefits.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

## **DOCUMENTATION REQUIREMENTS**

### **General**

The JHU COVID-19 Caregiving Relief Fund (the “Fund”) requires employees to submit a copy of the original receipt from the vendor for all requests for reimbursement of eligible Technology equipment expenses. Technology equipment expense reimbursement requests must include copies of itemized receipts showing proof of payment or other appropriate substantiating documentation for each expense. The Fund covers eligible Technology equipment expenses incurred for use by a school age dependent child during remote learning as a direct result of COVID-19.

Receipts are required to be submitted for all Technology equipment expenses (regardless of amount). Appropriate receipts should include (i) the transaction amount, (ii) description of items purchased, (iii) method of payment (e.g. receipt showing last four digits of credit card number), (iv) date of purchase, and (v) the name and contact information of the vendor/seller.

In extraordinary circumstances, the University will accept a Missing Receipt Affidavit in lieu of a receipt. Please see further guidance below.

### **Missing Receipt Affidavit**

Individuals are required to make a good faith attempt to obtain a copy of the original Technology equipment receipt from the vendor for all reimbursement requests. If a receipt or other substantiating documentation is not available or is incomplete, the employee may submit a Missing Receipt Affidavit to [benefits@jhu.edu](mailto:benefits@jhu.edu). This Missing Receipt Affidavit must include a detailed written explanation of why the Technology equipment receipts or other substantiating documentation cannot be provided. JHU, in its sole discretion, will evaluate the explanation and determine whether the expense is reimbursable.