

DECLARATION OF MISSING RECEIPT

Original receipts are required for reimbursement of all expenses with the exception of per diems and gratuitous accommodation.

If all measures to obtain a required missing receipt have been exhausted, this Declaration of Missing Receipt should be completed by the person who incurred the expense. Authorized signing authority is only required when indicated below. If no authorized signing authority is required, this Declaration needs only to be signed by the person who incurred the expense.

Neither credit card statements nor credit card slips are acceptable substitutes for original itemized receipts. In instances where an original receipt is photocopied, has not been issued, or has been lost, submit:

1. the credit card statement or credit card slip together with
2. the missing receipt declaration form

Complete one form per missing receipt. This form is not meant to replace obtaining receipts.

Signing Authorities for Declaration of Missing Receipt	
Receipts under \$15.00	Receipts over \$15.00
Signed by claimant only	Signed by claimant
	Signed by your department Signing Authority

COMPLETE ALL AREAS OF THE FORM.

Refer to 7.1 and 7.1.1 Expense and Travel Policy and Procedures. Form instructions on reverse.

1. Receipt Information	
I am missing a receipt for:	
I incurred this expense at:	
Date of incurred expense:	
Amount of incurred expense:	\$
Was GST paid:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was PST paid:	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Describe Transaction's Business Purpose

3. The Form of Payment I Used (check one)		
<input type="checkbox"/> Cash	<input type="checkbox"/> Personal Cheque	<input type="checkbox"/> Personal Visa
<input type="checkbox"/> Personal MasterCard	<input type="checkbox"/> University Visa	<input type="checkbox"/> Other (explain)

4. The Receipt Was (every effort must be taken to retrieve receipt)		
<input type="checkbox"/> Lost	<input type="checkbox"/> Never Received	<input type="checkbox"/> Other (explain)

5. GL Account Code
Charge to this GL Account Code:

6. Authorization		
I understand that a Declaration of Missing Receipt may not be completed on a routine basis and that overuse may revoke the privilege of providing a Declaration in lieu of a receipt. I certify that the amount shown is the amount actually paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for these expenses from any other source. I understand that violation of this policy may result in disciplinary action.		
Claimant's Signature:	Name:	Date:
Authorized Signature:	Name:	Date:

INSTRUCTIONS
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2. Describe Transaction's Business Purpose
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4. The Receipt Was
5. GL Account Code
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