



Lost/Missing Receipt Certification Form

If an original receipt is lost, the traveler or requestor must ask the billing agency for a duplicate. If the billing agency is unable to provide a duplicate, the traveler or requestor must indicate that they attempted to secure a copy of the lost receipt. A "Lost/Missing Receipt Certification Form" must be completed for each lost or missing receipt and attached to the Travel/Business Expense Report or monthly Procurement Card statement. **Certification for lost Business Meal receipts must state that no alcohol was purchased.**

This certification attests to the following:

- a. No original receipt is available for this expense. Please check applicable statements below.
 - A duplicate receipt obtained from the billing agency is attached.
 - The billing agency is unable to provide a duplicate receipt.
 - Proof of payment is attached (i.e., credit card statement, cancelled check) **Note: This is required.**
 - No proof of payment is attached since payment was made in cash.
- b. The expense was incurred on behalf of the university.
- c. The item and amount of the expense are accurate.
- d. No reimbursement of this expense has been or will be sought or accepted from another source.

Please provide a brief description of the expense.

Amount \$ _____

Date Expense Incurred _____

Description of the Expense

DECLARATION:

I certify that the information provided, with respect to the lost/misplaced supporting documentation described above, is correct and complete in all respects and I further certify, that if the information describes an expenditure(s) for which I am being reimbursed, that the expenditure(s) has/have not been claimed from another organization(s) and that I personally paid for the expenditure(s).

Please provide signatures.

Requester/Traveler Name (typed or printed) _____

Requester/Traveler Signature _____ Date _____

Department _____

Approver Name (typed or printed) _____

Approver's Title (typed or printed) _____

Approver's Signature _____ Date _____