LOST RECEIPT CERTIFICATION FORM

If an original receipt is lost, the traveler or requester must ask the billing agency for a duplicate. If the billing agency is unable to provide a duplicate, the traveler or requester must indicate that they attempted to secure a copy of the lost receipt. A “Lost Receipt Certification Form” must be completed for each lost receipt and attached to the Travel and Business Expense Report (TABER) submitted for reimbursement.

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.

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

Billing Agency

Description of Expense

__________________________________________________________________________

Please provide signatures.

Requester/Traveler Signature _____________________________________________ Date ____________

Department

Approver (typed or printed)

Approver’s Title (typed or printed)

Approver’s Signature _____________________________________________ Date ____________