



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 _____