

To: Financial Operations

From:

Date:

Phone:

Travel Claim #TR _____

Requisition # Q _____

Petty Cash Fund _____

RE: Original Receipts/Invoices

I hereby certify that _____
(Description of missing receipt **in detail**)

Amount\$ _____ has/have been lost or misplaced.

This/These expense/s were incurred on _____
(date)

and are billable to Project/Grant number _____

These expenses have not and will not be claimed from any other source.

Payee/Requester Signature

Print Name

Authorized Signature
(at least one admin level higher than payee)

Print Name

1. For Research Grants, please specify if there were any purchased alcohol included in the meals expense.
2. The missing receipt form must be printed on "UBC" letterhead.