|  |  |
| --- | --- |
|  | **THE UNIVERSITY OF BRITISH COLUMBIA**  **MEMORANDUM** |

TO: Financial Services FROM:

Requisitions Processing Section

DATE: PHONE:

TRAVEL CLAIM #TR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REQUISITION #Q\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: Original Receipts/Invoices

I hereby certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_

**(description of missing receipt in detail)**

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 PRINT NAME

*(at least one admin level higher than payee)*

Detailed description for **multiple** missing receipts:

|  |  |  |
| --- | --- | --- |
| Description |  | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |