



Declaration of Lost Receipt

This form is to be completed when a required receipt for reimbursement or reconciliation has been lost or was unobtained. Incorrect or incomplete information will cause delays in processing.

Personal Information

Employee name: _____

UFV employee ID: _____

Receipt Information

Company name: _____

Phone number: _____ Purchase Date: _____

City: _____ Purchase Amount: _____

Description of purchase:

Agreement and signature

While travelling or working for the University of the Fraser Valley (UFV) on official business, I incurred the expense described above. I have lost, misplaced or did not receive the receipt documenting the payment. I am submitting this statement in lieu of the missing receipt.

I certify that these are the proper charges for costs incurred while on official University of the Fraser Valley business and that I have not previously requested, nor will I again, request reimbursement for these expenses.

Authorization

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

For internal use ONLY

Reviewed by: _____

Reviewed by
signature: _____

Date: _____