

# Declaration of Lost Receipt

This form is to be completed when a receipt required for reimbursement or reconciliation has been lost. Incorrect or incomplete information will cause delays in processing. Send the completed form to Accounts Payable, Financial Services, A291.



## Personal Information

Employee Name: \_\_\_\_\_

UFV Employee ID: \_\_\_\_\_

## Receipt Information

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Purchase Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(mm/dd/yyyy)

City: \_\_\_\_\_ Purchase Amt: \_\_\_\_\_

Description of Purchase: \_\_\_\_\_

## Agreement and Signature

While traveling/or working for the University of the Fraser Valley 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 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 Name: \_\_\_\_\_

Reviewed By Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Send the completed form to:

Financial Services | Abbotsford Campus A291