

Reference: V# _____
Applicable to Expenses over \$75.00

Declaration of Missing Receipt

Submit this form with the Travel Expense Voucher or Meeting & Entertainment Check Request if the original receipt was lost or misplaced by the payee/traveler or if an itemized receipt was not available.

I, _____, declare that (complete section a or b)

a. The original receipt is not attached because:

Receipt was lost and all measures to obtain a duplicate receipt have been exhausted

Receipt was unavailable

Because original receipt is not available, I attest that alcohol

Was purchased, costing _____ and was deducted from this claim

Was not purchased or included on this receipt

b. I do not have an *itemized* receipt, I attest that alcohol

Was purchased, costing _____ and was deducted from this claim

Was not purchased or included on this receipt

Was purchased and expense is not going to be charged to State or Federal fund

<http://www.ucop.edu/ucophome/policies/bfb/g28.pdf>

<http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf>

These expenses are the amount actually paid and will not be claimed from any other source.

Signature of Traveler and Date

Controller's Office-AP Travel Form
Updated: June 2007