



To: Financial Operations

From: _____

Date: _____

Phone/Email: _____

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.