

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: _____

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