

Declaration of Missing Receipt

University of California policy specifies the documentation required for each reimbursement.* Attach this form to the [MyExpense Expense Report](#) (see "Attaching or Faxing Receipts"), [BearBuy Meeting & Entertainment Payment Request Form](#) (attachment instructions), or [Travel Expense Voucher](#) (select Domestic or Foreign depending on type of travel) if the **original** receipt was lost or misplaced by the payee or if an **itemized original** receipt was not available.

- Complete section A for missing **original** receipt (see policy details below)
- Complete section B for missing **itemized original** receipt (see policy details below)
- Complete sections A and B if missing multiple receipts – both **original** and **itemized**

I, _____ (payee), declare that these expenses are the amount actually paid, will not be claimed from any other source, and meet all University policies*.

A. The required **original** receipt is not attached because (choose one):

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 (choose one):

Was not purchased or included on this receipt.

Was purchased, totaling _____ and was deducted from this claim.

Was purchased, I am seeking reimbursement, and expense is **not** being charged to State or Federal funds.

B. I am missing the required **itemized original** receipt. Because an **itemized original** receipt is not available, I attest that alcohol (choose one):

Was not purchased or included on this receipt.

Was purchased, totaling _____ and was deducted from this claim.

Was purchased, I am seeking reimbursement, and expense is **not** being charged to State or Federal funds.

Signature of Payee



Physical signature or DocuSign Approval required!
Print then **attach signed** form to report/form.

Name of Payee

Title

Date (MM/DD/YY)

*Per University of California Policies [BFB-G-28 \(Travel Regulations\)](#) and [BUS-79 \(Expenditures for Business Meetings, Entertainment, and Other Occasions\)](#) this form or the following are required:

- **Original** receipts for all:

- Extraordinary items such as repair of accidental car damage, supported by justification
- Gifts provided to a host costing \$25 or more
- Local transportation costing \$75 or more
- Miscellaneous expenses or any other reimbursable items not specified above costing \$75 or more

- **Itemized original** receipts for all:

- Airline expenses
- Car rental expenses
- Lodging expenses
- Registration fees (confirmation of registration showing dollar amount also accepted)
- Meal expenses for meetings and entertainment of \$75 or more

A credit card statement **cannot** be substituted for a receipt.