

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

		(pay	ee), declare that these expens	ses are the amount
ctually	paid, will not be claimed	rom any other source, an	d 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	ourchased or included on	this receipt.	
	Was pure	hased, totaling	and was deducted fror	m this claim.
	Was pure	hased, I am seeking reim	bursement, and expense is n	<u>ot</u> being
	charged	o State or Federal funds.		
B.		equired <i>itemized</i> original able, I attest that alcohol (receipt. Because an <i>itemized</i> choose one):	d original
	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 <u>not</u> being charged			
	to State or Fe	deral funds.		
	re of Payee			e or DocuSign Approval requisigned form to report/form.
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	niversity of California Policies		ions) and <u>BUS-79 (Expenditures</u> are required:	s for Business Meeting
	al receipts for all:	s and form of the following	aro roquirou.	
•	traordinary items such as re	pair of accidental car damag	e, supported by justification	
- Git	fts provided to a host costing	\$25 or more		
	cal transportation costing \$7		ot specified above costing \$75 o	or more
	ed original receipts for all:	other reimbaroable items in	or specified above docting who o	i more
	line expenses			
- Ca	r rental expenses			
	dging expenses gistration fees (confirmation	of registration showing dolls	ar amount also accented)	
	eal expenses for meetings ar	-	• •	
۸	dit card statement cannot h	a substituted for a receipt		

Updated: April 2015