



# Declaration Form for Missing Receipts

**Purpose:** This form is to be used when an expense receipt or other original documentation pertaining to a travel or business expense claim was lost, accidentally destroyed, or unobtainable. This form is not required when using the Chrome River expense management system as missing receipts are attested within the system itself, where required.

For a claimant to be reimbursed, the University of Victoria requires that original receipts are submitted with the appropriate claim form. In circumstances where the original receipt is unobtainable or lost, this declaration form must be completed and signed by the claimant and the claimant's one over one approver.

**Note:** *Repeated submission of a declaration form instead of receipts may result in an escalation process resulting in non-payment of claims or disciplinary action.*

**Declaration:** I, the undersigned, hereby declare that the original document described as was lost, accidentally destroyed, or unobtainable. I further declare that I have not and will not use this document to claim reimbursement from any other source or to support any claim in the future.

Description	Supplier Name	Method of Purchase	Amount(s)	CDN/US funds
1.				
2.				
3.				
4.				
<b>Total expenses to be reimbursed:</b>				

**Signature and authorization:**

Form must be signed by the claimant and approved by the claimant's one over one supervisor.

\_\_\_\_\_  
Claimant's Name (print)

\_\_\_\_\_  
One over One Approver's Name (print)

\_\_\_\_\_  
Claimant's Signature

\_\_\_\_\_  
One over One Approver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
One over One Approver's V# or Title

**Retention:**

This form must be attached to the Travel Expense Reimbursement or Business Expense Reimbursement claim form and submitted to Accounts Payable.