

Declaration

Re: Lost/Misplaced Supporting Documentation

The Travel Expense Guidelines and the PCard Guidelines both include provisions for managing situations where an individual has lost/misplaced a piece(s) of original documentation required in support of a Travel Expense Claim (paper claim or through Concur) or a PCard Reconciliation.

Instructions: For each expenditure, record the date of the expenditure, an amount and description; for "Other" lost/misplaced supporting documentation, provide particulars. Include an explanation as to why a receipt is missing and whether you are following up to obtain an official receipt.

Expenditure Receipt(s):

Expenditure 1 Date Expenditure 1 Amount

Expenditure 1 Description

Expenditure 2 Date Expenditure 2 Amount

Expenditure 2 Description

Expenditure 3 Date Expenditure 3 Amount

Expenditure 3 Description

OTHER:
Provide Particulars

DECLARATION:

I certify that the information provided, with respect to the lost/misplaced supporting documentation described above, is correct and complete in all respects and I further certify, that if the information describes an expenditure(s) for which I am being reimbursed, that the expenditure(s) has/have not been claimed from another organization(s) and that I personally paid for the expenditure(s).

Print Name NSID UniFi Vendor Number

Claimant's Signature _____

Date