Declaration of Missing Receipt

UCSF

Attach this form to the **MyExpense Expense Report** (attachment instructions), **BearBuy Meeting & Entertainment Payment Request Form** (attachment instructions), or **Travel Expense Voucher** (Domestic or Foreign) if the ***original*** receipt was lost or misplaced by the payee and you are unable to obtain a duplicate, or if an ***itemized original*** receipt is not available. Alcohol expenses cannot be charged to federal or State funds.

*****Original receipts are required per University of California Policies BB-G-28 (Travel Regulations) **and** BUS-79 (Expenditures for Business Meetings, Entertainment, and Other Occasions) for specific expenses. If receipts are missing or unavailable, this completed Declaration of Missing Receipt form ***must be attached*** to the appropriate report or form:

Missing Original *receipts* for:

- 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

Missing Itemized original *receipts* for:

- Airline, car rental, and lodging expenses
- Registration fees (confirmation showing dollar amount also accepted)
- Meals or light refreshments and related services totaling over $75 per occasion

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

If you require more rows, provide multiple copies of this form.

Date	Amount	Expense Type	Includes Alcohol?	Alcohol Amount	Federal or State Funds?	
		Choose one...	☐ Y ☐ N		☐ Y ☐ N	Clear Row
		Choose one...	☐ Y ☐ N		☐ Y ☐ N	Clear Row
		Choose one...	☐ Y ☐ N		☐ Y ☐ N	Clear Row
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		Choose one...	☐ Y ☐ N		☐ Y ☐ N	Clear Row
		Choose one...	☐ Y ☐ N		☐ Y ☐ N	Clear Row

I, _____ (payee), declare and attest that the above expenses are:

- The amount actually paid, will not be claimed from any other source, and meet all University policies*.
- Required original receipts are not attached because the receipt was lost and all measures to obtain a duplicate receipt have been exhausted or a receipt was not available.
- Required original itemized receipts are missing because an itemized original is not available.
- Alcohol was not purchased or included on any receipt, or any alcohol purchased (including applicable sales tax) was *deducted* from this claim or that I am seeking reimbursement for the alcohol from a fund *allowing the purchase of alcoholic beverages*.

_____ _____

Name of Payee *Title*

Signature of Payee Physical signature or DocuSign Approval ***required***! **Print** then **attach signed** form to the appropriate report or form.

Date

Print Form