



**UNIVERSITY OF BRITISH COLUMBIA**  
**FACULTY OF LAW | AT ALLARD HALL**

**MISSING RECEIPT FORM**

TO: Financial Services  
 Requisitions Processing Section

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

TRAVEL CLAIM #TR \_\_\_\_\_

REQUISITION #Q \_\_\_\_\_

**RE: Original Receipts/Invoices**

I hereby certify that \_\_\_\_\_ for Amount \$ \_\_\_\_\_  
**(description of missing receipt in detail)**

has/have been lost or misplaced. This/These expense/s were incurred on \_\_\_\_\_  
**(date)**

and are billable to Project/Grant number \_\_\_\_\_.

These expenses have not and will not be claimed from any other source.

\_\_\_\_\_  
 PAYEE/REQUESTER SIGNATURE

\_\_\_\_\_  
 PRINT NAME

\_\_\_\_\_  
 AUTHORIZED SIGNATURE  
*(at least one admin level higher than payee)*

\_\_\_\_\_  
 PRINT NAME

**Notes:**

**1) For Research Grants, please specify if there are any alcohol purchases included in the meal expense.**