



Missing Receipt Declaration

To: University Corporation Accounts Payable

From: _____

Invoice Date: _____ Pro Card number (If Applicable): _____

To Whom it May Concern:

This letter is intended to verify that I incurred the following expense, and I (at one time) had a receipt to provide proof of the expense. I am now unable to produce the receipt.

Date	Vendor Name	Description of the Expense(s)	Amount
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Additional remarks: (If this was a group meal, a list of attendants and attach an agenda where applicable. If a procard, the chart string and a brief description of the expense to match with the Procard reconciliation), or any additional remarks as clarification.

Was alcohol purchased? If So, it needs to be excluded from the amount being claimed. _____

I will not seek reimbursement from any other source. _____

Signature: _____

Date: _____

Attach this form to the appropriate payment form as supporting documentation.