



Memorial University of Newfoundland

DECLARATION FORM FOR LOST OR UNAVAILABLE ORIGINAL RECEIPTS

To be completed by Claimant and attached to the appropriate reimbursement request form.

Type of Reimbursement (check one):

Travel Claim Petty Cash Claim Direct Pay Other (Please specify) _____

The following is a detailed list of expenses I incurred while conducting business or carrying out related duties on behalf of the University, re:

(Provide details of business activity: e.g./ name, location and date of travel, description of research activity, etc.)

and for which there are no original receipts:

Date MM/DD/YYYY	Detailed description of type of expenditure and purpose	Vendor Name and Location	Reason for no receipt	Amount paid
Total Expenses (Specify Currency) _____				

I acknowledge that original detailed receipts are necessary for reimbursement per Memorial University policy, and will endeavour to adhere to this requirement on future reimbursement requests. I also understand and acknowledge that Canada Revenue Agency may consider all amounts paid to individuals without receipts to be taxable income to the individual.

I declare that the expenses incurred, as noted above, are in accordance with Memorial University and/or the appropriate granting agency policies, and that these expenses have not been, nor will again be, claimed for reimbursement from Memorial University or any other organization.

Claimant's Signature: _____

Title _____

Date: _____

MM/DD/YYYY

PrintName: _____

Department: _____

Approval Signature: _____

Title _____

Date: _____

MM/DD/YYYY

PrintName: _____

Department: _____

Procedure for Lost / Unavailable Receipts

An employee must provide original detailed receipts when requesting reimbursement for business expenses incurred. However, on rare occasions an original receipt may become lost or unavailable.

In these rare situations the employee may complete an “Declaration Form for Lost or Unavailable Original Receipts” to attach to the reimbursement request. This form will be accepted as support for the reimbursement under the following conditions:

1. The form should be used when an original receipt is lost or unavailable.
2. Attempts should be made to get a detailed copy of the lost receipt and attach it to the form. Airlines, hotels, and many other vendors can often provide a detailed copy of the receipt that outlines what was purchased.
3. If no detailed receipt copy is available, the form must provide a detailed description of what was purchased.
4. Proof of payment, eg. credit card slips or copies of credit card statements, should be attached when possible to verify that payment was made. For security reasons please ensure your credit card number is redacted.
5. The form must be signed by a person authorized to approve the expense.
6. The form may not be completed on a routine basis and the University reserves the right to refuse reimbursement for lost receipts if the form is overused.