



MEMORANDUM

TO: Financial Services
Requisitions Processing Section

FROM:

DATE:

PHONE:

TRAVEL CLAIM #TR _____

REQUISITION #Q _____

RE: Original Receipts/Invoices

I hereby certify that _____ 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.

I further certify that I am in compliance with the Faculty of Arts Policy on Entertainment Expenses (effective, January 1, 2012) regarding any of the above-referenced entertainment-related expenses.

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 were any purchased alcohol included in the meals expense.
- 2) The missing receipt form must be printed on "UBC" letterhead.