



WILLIAM & MARY

CHARTERED 1693

MISPLACED ORIGINAL RECEIPT CERTIFIED DECLARATION

If an original receipt is lost, the EMPLOYEE or requester must ask the billing agency for a duplicate. If the billing agency is unable to provide a duplicate, the traveler or requester must indicate that they attempted to secure a copy of the lost receipt. A "Lost Receipt Certification Form" must be completed for each lost receipt and attached to the documents submitted to the Accounting teams.

This certification attests to the following:

- a. No original receipt is available for this expense. Please check applicable statements below.
 - A duplicate receipt obtained from the billing agency is attached.
 - The billing agency is unable to provide a duplicate receipt.
 - Proof of payment is attached (i.e., credit card statement, cancelled check) Note: This is required.
 - No proof of payment is attached since payment was made in cash.

- b. The expense was incurred on behalf of the university.
- c. The item and amount of the expense are accurate.
- d. No reimbursement of this expense has been or will be sought or accepted from another source.

Amount \$ _____

Date Expense Incurred _____

| Description of the Expense |
|----------------------------|
| |

DECLARATION:

I certify that the information provided, with respect to the lost/misplaced supporting documentation described above, is correct and complete in all respects and I further certify, that if the information describes an expenditure(s) for which I am being reimbursed, that the expenditure(s) has/have not been claimed from another organization(s) and that I personally paid for the expenditure(s).

Please provide signatures.

Employee/Requester Printed Name:

Employee/Requester Signature: _____ Date:

Approver Name:

Approver Signature: _____ Date: