



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.

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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

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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: