

# Declaration of Missing Receipt

Attach this form to the **MyExpense Expense Report** ([attachment instructions](#)), **BearBuy Meeting & Entertainment Payment Request Form** ([attachment instructions](#)), or **Travel Expense Voucher** ([Domestic](#) or [Foreign](#)) if the **original** receipt was lost or misplaced by the payee and you are unable to obtain a duplicate, or if an **itemized original** receipt is not available. Alcohol expenses cannot be charged to federal or State funds.

\*Original receipts are required per University of California Policies [BB-G-28 \(Travel Regulations\)](#) and [BUS-79 \(Expenditures for Business Meetings, Entertainment, and Other Occasions\)](#) for specific expenses. If receipts are missing or unavailable, this completed Declaration of Missing Receipt form **must be attached** to the appropriate report or form:

**Missing Original receipts for:**

- Extraordinary items such as repair of accidental car damage, supported by justification
- Gifts provided to a host costing \$25 or more
- Local transportation costing \$75 or more
- Miscellaneous expenses or any other reimbursable items not specified above costing \$75 or more

**Missing Itemized original receipts for:**

- Airline, car rental, and lodging expenses
- Registration fees (confirmation showing dollar amount also accepted)
- Meals or light refreshments and related services totaling over \$75 per occasion

A credit card statement **cannot** be substituted for a receipt.

If you require more rows, provide multiple copies of this form.

Date	Amount	Expense Type	Includes Alcohol?	Alcohol Amount	Federal or State Funds?
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N
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			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N

I, \_\_\_\_\_ (payee), declare and attest that the above expenses are:

- The amount actually paid, will not be claimed from any other source, and meet all University policies\*.
- Required original receipts are not attached because the receipt was lost and all measures to obtain a duplicate receipt have been exhausted or a receipt was not available.
- Required original itemized receipts are missing because an itemized original is not available.
- Alcohol was not purchased or included on any receipt, or any alcohol purchased (including applicable sales tax) was *deducted* from this claim or that I am seeking reimbursement for the alcohol from a fund *allowing the purchase of alcoholic beverages*.

\_\_\_\_\_  
*Name of Payee* *Title*

\_\_\_\_\_  
*Signature of Payee* *Date*