



PETER A. ALLARD SCHOOL OF LAW

THE UNIVERSITY OF BRITISH COLUMBIA

MISSING RECEIPT FORM

TO: UBC Central Accounts Payable
Requisitions Processing Section

FROM: _____

DATE: _____

PHONE/email: _____

Expense Report #: EXP-_____

RE: Original Receipts/Invoices

I hereby certify that the following itemized receipts have been lost or misplaced:

| Date of Purchase | Vendor | Item purchased (description/purpose) | Amount* | WorkTag |
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**amount in original purchase currency*

These expenses are billable to Work Tag ID# as itemized above.

Travel advance payment reference (if this is to liquidate/clear the advance): EXP-_____

These expenses have not and will not be claimed from any other source.

PAYEE, Print Name & SIGNATURE

Reviewed and Approved, Print Name & SIGNATURE
(at least one admin level higher than payee)

Notes:

1) For Research Grants, please specify if there are any alcohol purchases included in the meal expense.