

## APPENDIX D



# LOST RECEIPT DECLARATION

*The information on this form is personal information and must be protected in compliance with the provisions of FOIPP.*

This form is to be used on the **rare** occasion when an expense (in excess of \$10), reimbursed by or charged to the College and related to the conduct of College business, cannot be supported with the original itemized receipt.

The claimant must certify that the original receipt was lost, misplaced, accidentally destroyed or unavailable and a copy could not be obtained.

The claimant can fill out only one Form per lost receipt. The Form must be signed, approved and submitted with a Travel and Expense Claim or Purchasing Card Statement in replacement of the missing receipt.

**This form is not intended to substitute the regular process for obtaining receipts.**

I, \_\_\_\_\_ do hereby declare that the following receipt has been lost, misplaced, accidentally destroyed or is unobtainable.

<b>Vendor's Name</b>	
<b>Date of Purchase</b>	<b>Amount of Purchase</b>
Detailed description of goods/services purchased, including any applicable taxes:	

I also declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future. I understand that substantiated cases of failure to comply with the Travel and Expenses Policy and Procedure may result in loss of signing authority and purchasing privileges and be cause for disciplinary action up to and including termination for just cause.

<b>Claimant's Name (please print)</b>	<b>Claimant's Signature</b>
<b>Department</b>	<b>Date</b>

### Approving Authority

<b>Supervisor (please print)</b>	<b>Supervisor Signature</b>
<b>VP Administration and Finance</b>	<b>VP Signature</b>