

LOST OR DESTROYED RECEIPT DECLARATION FORM

If a duplicate cannot be obtained, but the expense is a reasonable transaction and the amount is under \$45 CAD, the employee/claimant must submit the following signed form with their Expense Reimbursement Form to Financial Services. This form should also be submitted with Corporate Credit Card Statements if receipts or its duplicate cannot be obtained.

PLEASE NOTE: You must fill out one form per lost receipt. This form is not meant to replace obtaining receipts.

Re: Original Receipt

I, _____ hereby declare that I have lost or accidentally destroyed the original receipt. I further 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. A detailed list of the goods or services purchased is as follows:

Vendor

Name: _____

(Name of store, hotel, airline, and restaurant etc.)

Lost /Destroyed _____ Other (specify) _____

Date of Purchase: _____

Amount of Purchase: _____

GST/HST: _____

TOTAL: _____

Description of goods/services purchased:

Printed Name of Claimant

Division

Signature of Claimant

Date

Printed Name of Approver

Signature of Approver

Date

<p>For Finance Office Use Only:</p> <p>Finance Manager Approval</p> <hr/>
<p>Date:</p> <hr/>