



THE UNIVERSITY OF BRITISH COLUMBIA

# MEMORANDUM

TO: Financial Services  
Requisitions Processing Section

FROM:

DATE:

PHONE:

TRAVEL CLAIM #TR \_\_\_\_\_

REQUISITION #Q \_\_\_\_\_

RE: Original Receipts/Invoices

I hereby certify that \_\_\_\_\_ Amount\$ \_\_\_\_\_  
**(description of missing receipt in detail)**

has/have been lost or misplaced. This/These expense/s were incurred on \_\_\_\_\_  
**(date)**

and are billable to Project/Grant number \_\_\_\_\_.

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

\_\_\_\_\_  
PAYEE/REQUESTER SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE  
*(at least one admin level higher than payee)*

\_\_\_\_\_  
PRINT NAME

**Notes:**

- 1) *For Research Grants, please specify if there were any purchased alcohol included in the meals expense.*
- 2) *The missing receipt form must be printed on "UBC" letterhead.*