

DECLARATION OF MISSING EVIDENCE FOR MISSING ORIGINAL RECEIPTS
AND/OR PAYMENTS MADE ON BEHALF OF “THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA, RIVERSIDE”

Instructions:

Copy this form as needed. Attach this completed form to the Travel Expense Voucher (Form U85) or the Check Request (Form U5) in place of a missing original receipt. Complete a separate form for each missing original receipt. Also, only complete the appropriate section that applies to the type of payment made.

I, _____, declare that:
(Name)

1. I disbursed personal monies on behalf of The Regents of the University of California, Riverside as follows:

Date: _____ Amount paid: \$ _____

Vendor Name: _____

Vendor Address: _____

Description of Payment: _____

2. The original receipt is not available. The reason (i.e. Could not be obtained, lost, etc.) is as follows:

3. Travel Advance payment (i.e. airfare ticket, rail ticket, registration fee, hotel deposit, etc.) made by The Regents of the University of California, Riverside – Accounting Office on my behalf:

Payee's Name: _____ Traveler's Department: _____

Trip Destination: _____ Type of Advance: _____

Inclusive Dates of Trip: _____ Dollar Amount: \$ _____

Name of Faculty/Employee Sponsor (if applicable): _____

I request by my signature of this document reimbursement for this disbursement from my personal funds **OR** to have the UCR Accounting Office – Travel Office clear the above advanced payment made for me by the UC Regents.

Date: _____ Signature: _____