



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.