

Appendix - Expense Reimbursement Guidelines

Missing Receipt Declaration [Attestation Form] (FOR TRAVEL AND EXPENSE RECEIPTS)

Purpose

This form is to be used when an individual certifies that an expense receipt or other original documentation was lost, accidentally destroyed, or unobtainable.

Note

For a claimant to be reimbursed, York University generally requires that original receipts are submitted with the appropriate claim form. In rare circumstances, the original receipt may be unobtainable or lost and in this case, this missing receipt declaration form must be completed and signed by the claim's approver. For claimants who repetitively submit attestations in lieu of collecting receipts, their claims will be rejected by the Expense Desk, University Services Centre.

Declaration

I _____ hereby declare that the original document described as
(Claimant's first name and surname)

(Describe the missing ticket, hotel bill, etc. in detail and indicate amount, where applicable)

was lost, accidentally destroyed, or unobtainable. I further declare that I have not and will not use this document to claim reimbursement from any other source or to support any claim for income tax deductions in the future.

Signed:

Form must be approved by authorization levels laid out in the University's [Procedure on the Reimbursement of Expenses](#).

Claimant's Name (print)

Approver's Name (print)

Claimant's Signature

Approver's Signature

Retention:

This form is to be attached to the Claim for Reimbursement of Expenses Form (or other applicable expense claim form).