

Appendix 1  
 University of Guelph  
**Reimbursable Expense for Which  
 the Original Receipt was Lost**

To be completed by Claimant and attached to the Travel and Business Expense Claim form.

The following is a list of expense details that were incurred while conducting University Business and for which the original receipt(s) were lost. **Please attach Proof of Payment to this form for each missing receipt.**

Date	Description ( Include: what was purchased, supplier name, address & phone number, purpose, & other related information)	Foreign Amount	Canadian Amount
	<b>Total Expenses</b>		

*I hereby certify that the expenses noted above are net of any travel rebates, agency discounts, were incurred on University business, are not previously reimbursed and are in accordance with University Travel Policy  
 I request that the expenses incurred as noted above (without original receipts), be approved for reimbursement.*

\_\_\_\_\_  
 Signature of Claimant

\_\_\_\_\_  
 Position / Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Approval Signature

\_\_\_\_\_  
 Position / Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name