



ACCOUNTING SERVICES & CONTROLS

SANTA BARBARA, CALIFORNIA 93106-2040

DECLARATION OF MISSING EVIDENCE THAT A PAYMENT WAS MADE ON BEHALF OF THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

Submit this form, completed by the traveler along with the Travel Expense Vouchers form, when original required receipt(s) have been lost or misplaced by the traveler. Fax copies or photocopies of lost or unavailable receipts must accompany this form. This form is in no way intended as a replacement for no receipt documentation or to serve as evidence of incurred expenses.

Please have traveler complete one form per receipt. Attach form(s) to Travel Expense Voucher. Copy this form as needed.

\_\_\_\_\_ declare that:  
(Traveler's Name – Please Print)

1. Circle applicable option:

- a. I disbursed personal monies on behalf of the Regents of the University of California as needed:
- b. University funds were disbursed on my behalf by the Regents of the University of California as follows:

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Description: \_\_\_\_\_

2. The original receipt is not available to submit with the Travel Expense Voucher claim. The reason is as follows:

\_\_\_\_\_  
\_\_\_\_\_

3. Circle applicable option:

- a. I request I be reimbursed for this disbursement of my personal funds.
- b. I request my Travel Expense Voucher be processed for those expenses paid directly by the University and for which I am unable to produce the necessary documentation to support such expenditures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_