



MEMORANDUM

TO: Financial Services Requisitions Processing Section

FROM: Civil Engineering

RE: Missing/lost receipt/s

TRAVEL CLAIM #TR_____

REQUISITION #Q_____

I hereby certify that the following original/ itemized receipt/s

Receipt#	Transaction Date	Description	Amount	Reason
				-
				-
				-

Justification:

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.