



Department of Psychology

OFFICE USE ONLY

TR# _____

Q# _____

FORM: Lost Receipt

Attach this form to travel and expense claim forms when you cannot supply the original documents to support a reimbursement request.

I hereby certify that the document(s) indicated below have been lost or misplaced and that the costs indicated here will not be submitted for reimbursement to any other source. This/These expense(s) were incurred by me on the dates specified and are billable to the Project Grant number indicate below.

Description	Date	Amount
		\$
		\$
		\$
		\$

Speedchart _____ Grant/PG# _____ Alcohol purchased? Yes No

I hereby certify that the expenses on this form comply with UBC and Granting Agency regulations. I further certify that I am in compliance with the Faculty of Arts Policy on Entertainment Expenses (effective January 1, 2012) regarding any of the above-referenced entertainment-related expenses.

Claimant (Please type or print)

Signature Date

Co-signer (Please type or print)

Signature Date