



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

Instructions: Copy this form as needed. Attach completed form to travel expense voucher *in place* of missing original receipt.

I, \_\_\_\_\_ declare that:  
(Traveler's Name)

1. I disbursed personal monies on behalf of the Regents of the University of California as follows:

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

Vendor Name: \_\_\_\_\_

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

2. The original receipt is not available to submit with travel expense voucher claim. The reason is as follows:

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

3. I request that I be reimbursed for this disbursement of my personal funds.

4. I request that 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 expense.

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

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