



THE UNIVERSITY OF BRITISH COLUMBIA

# MEMORANDUM

TO: Financial Services  
Requisition Processing Section

FROM:

DATE:

PHONE:

TRAVEL CLAIM #TR \_\_\_\_\_

REQUISITION #Q \_\_\_\_\_

**RE: Original Receipts / Invoices**

I hereby certify that

\_\_\_\_\_ **Amount \$** \_\_\_\_\_  
**(description of missing receipt in detail)**

has/have been lost or misplaced and cannot be replaced.

This/These expense/s were incurred on \_\_\_\_\_,  
**(date)**

and are billable to **Project/Grant number** \_\_\_\_\_ **SpeedChart** \_\_\_\_\_.

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:**

*For Research Grants, please specify if there were any purchased alcohol included in the meals expense.*