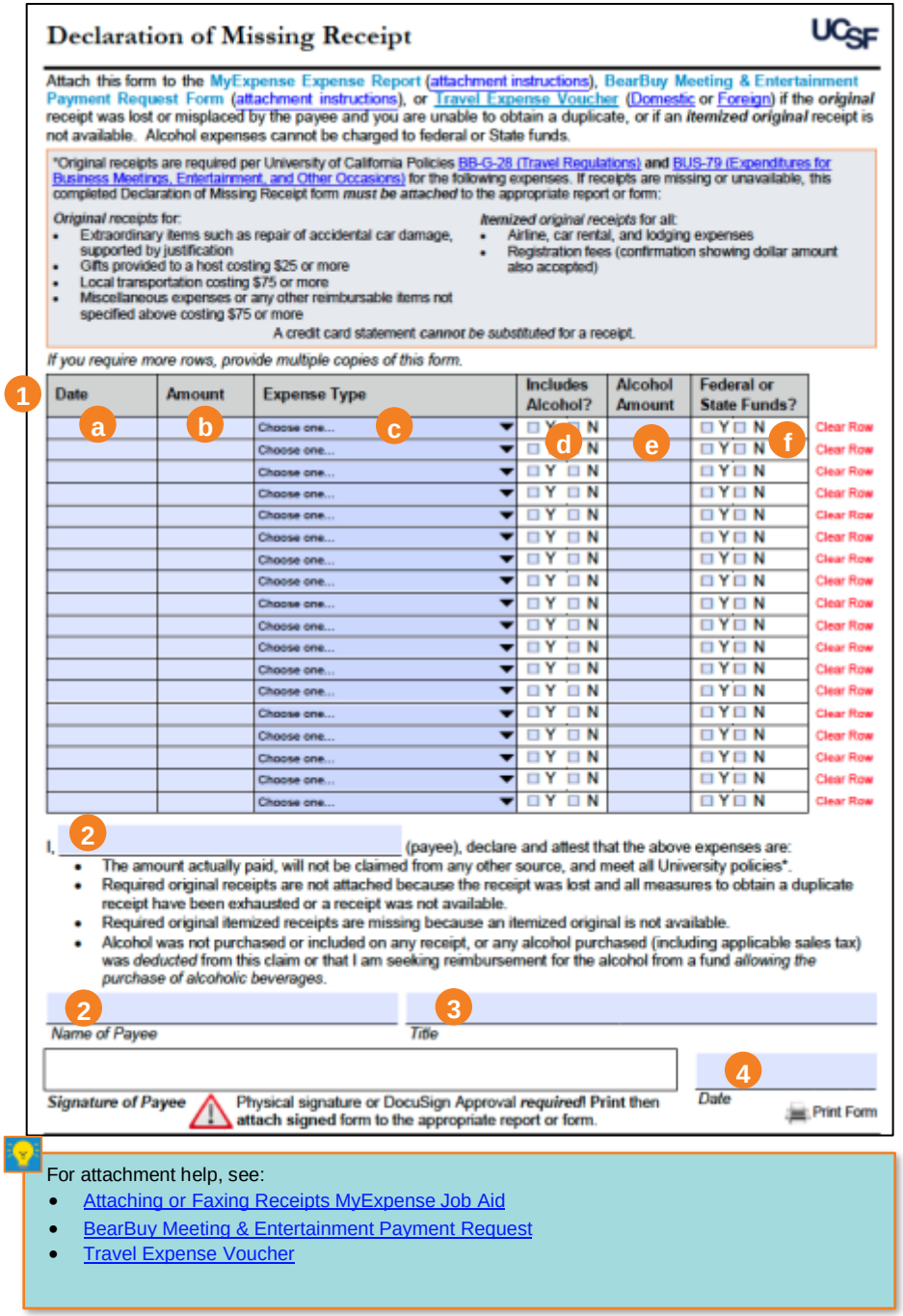
Declaration of Missing Receipt Form - Instructions

Complete and attach the Declaration of Missing Receipt Form to any reimbursement missing a required **original** or **itemized original** receipt as required per University of California policies BFB-G-28 (Travel Regulations) and BUS-79 (Expenditures for Business Meetings, Entertainment, and Other Occasions) .

1. Enter one row for each expense missing a required receipt. If you require more rows, attach multiple forms:
   - a. Enter the **Date** the expense was incurred in MM/DD/YY format
   - b. Enter the full **Amount** of the expense
   - c. Choose the **Expense Type** from the drop-down menu
   - d. Check **Y** if the expense **Includes Alcohol**, otherwise check **N**
   - e. If the expense is inclusive of alcohol, enter the amount of the alcohol only
   - f. If the expense is being charged to federal or state funds, select **Y**, otherwise select **N**
2. Enter the name of the Payee; The entered name is automatically populated in the **Name of Payee** field
3. Enter the **Title** of the **Payee**
4. Enter the **Date** signed in MM/DD/YY format. If you do not know when the payee will sign, leave blank and have the payee enter the date at the time of signature.
5. This form ***must be physically signed*** or ***approved via DocuSign*** – completely review the form before completing the appropriate process below:

   For Manual Signatures:
   - Click the **Print Form** icon in the lower right-hand corner of the form to print the completed document
   - Obtain payee's wet signature
   - Attach scanned form in PDF format to the MyExpense Expense Report BearBuy Payment Request Form, or Travel Expense Voucher

   For DocuSign:
   - See UCSF IT's Electronic Signature page for more information
   - Print the digitally signed copy then attach to the MyExpense Expense Report, BearBuy Meeting & Entertainment Payment Request Form, or Travel Expense Voucher



Declaration of Missing Receipt — UCSF

Attach this form to the MyExpense Expense Report (attachment instructions), BearBuy Meeting & Entertainment Payment Request Form (attachment instructions), or Travel Expense Voucher (Domestic or Foreign) if the *original* receipt was lost or misplaced by the payee and you are unable to obtain a duplicate, or if an *itemized original* receipt is not available. Alcohol expenses cannot be charged to federal or State funds.

*Original receipts are required per University of California Policies BB-G-28 (Travel Regulations) and BUS-79 (Expenditures for Business Meetings, Entertainment, and Other Occasions) for the following expenses. If receipts are missing or unavailable, this completed Declaration of Missing Receipt form *must be attached* to the appropriate report or form:

Original receipts for:
- Extraordinary items such as repair of accidental car damage, supported by justification
- Gifts provided to a host costing $25 or more
- Local transportation costing $75 or more
- Miscellaneous expenses or any other reimbursable items not specified above costing $75 or more

Itemized original receipts for all:
- Airline, car rental, and lodging expenses
- Registration fees (confirmation showing dollar amount also accepted)

A credit card statement *cannot be substituted* for a receipt.

If you require more rows, provide multiple copies of this form.

1 Date (a)	Amount (b)	Expense Type (c)	Includes Alcohol? (d)	Alcohol Amount (e)	Federal or State Funds? (f)
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N
		Choose one...	Y N		Y N

Clear Row

I, 2 (payee), declare and attest that the above expenses are:
- The amount actually paid, will not be claimed from any other source, and meet all University policies*.
- Required original receipts are not attached because the receipt was lost and all measures to obtain a duplicate receipt have been exhausted or a receipt was not available.
- Required original itemized receipts are missing because an itemized original is not available.
- Alcohol was not purchased or included on any receipt, or any alcohol purchased (including applicable sales tax) was *deducted* from this claim or that I am seeking reimbursement for the alcohol from a fund *allowing the purchase of alcoholic beverages*.

2 Name of Payee | 3 Title

Signature of Payee | 4 Date

Physical signature or DocuSign Approval ***required!*** Print then **attach signed** form to the appropriate report or form.

Print Form

For attachment help, see:
- Attaching or Faxing Receipts MyExpense Job Aid
- BearBuy Meeting & Entertainment Payment Request
- Travel Expense Voucher