

**MISSING ORIGINAL RECEIPT REIMBURSEMENT FORM
Travel & Entertainment Affidavit**

Requestor's Name: _____

1. Requestor declares they disbursed personal monies on behalf of The Regents of the University of California, Merced as follows:

Date: _____

Amount Paid: _____

Vendor: _____

Description of Payment: _____

2. The original / itemized receipt is not available because: (please indicate below)

- vendor did not provide a detailed receipt (although attempts were made to obtain one)
 - I cannot locate it
 - it is not readable & this document is provided in order to describe the item(s) purchased
 - Other - Please explain
- _____

3. Requestor certifies that cost(s) claimed above without original itemized receipt:

- > do not contain alcohol expenses
- > reflect actual expenses incurred during the course of University business travel or entertainment
- > abide by all the terms of conditions of UC Travel Policy #G-28
<http://www.ucop.edu/ucophome/policies/bfb/g28.html>, and
- > will not be claimed for reimbursement from any other entity.

By signing, Requestor understands that false expense claims and misuse of funds are a violation of university policy and may result in disciplinary action or criminal prosecution.

Requestor's Signature: _____

Date: _____