

Missing Receipt Certification Form

Purpose: This form is to be used if an original receipt is missing and an individual is requesting reimbursement. It is the responsibility of the requestor to try to obtain a duplicate. If unable to obtain a receipt, then this form must be used for each lost receipt. This completed form along with any documentation and proof of payment (required) must be attached to the expense reimbursement form that is submitted for payment. This form may not be used on a routine basis and repeated use may result in denial of expense reimbursement. Acceptance of this form in lieu of the original receipt is at the discretion of the department approver and Financial Services. UMB is under no obligation to reimburse individuals for unsubstantiated costs.

Receipt Status	Date of Transaction	Amount	Item Description	Vendor Name and address	Payment Method

Describe attempts to obtain receipt(s): *(Financial Services reserves the right to also request duplicate receipts from the vendor)*

I certify that original receipts are not available for the expenses listed above. Each expense was incurred on behalf of the University and the items and the amount of the expenses are accurate and allowable per UMB policies, specifically neither alcohol nor personal expense reimbursement is sought. In addition, no reimbursement of these expenses has been or will be sought or accepted from another source. I understand that intentional misrepresentation of any information on this form may result in disciplinary action.

Requestor Signature		Department Head or Designee Signature	
Requestor Name (printed)		*Department Head or Designee Name (printed)	
Date		Date	

** Dean or VP signature required when requester is the Department Head*