



**LOST RECEIPT CERTIFICATION FORM**

If an original receipt is lost, the traveler or requester must ask the billing agency for a duplicate. If the billing agency is unable to provide a duplicate, the traveler or requester must indicate that they attempted to secure a copy of the lost receipt. A "Lost Receipt Certification Form" must be completed for each lost receipt and attached to the Travel and Business Expense Report (TABER) submitted for reimbursement.

**This certification attests to the following:**

- a. No original receipt is available for this expense. Please check applicable statements below.
  - A duplicate receipt obtained from the billing agency is attached.
  - The billing agency is unable to provide a duplicate receipt.
  - Proof of payment is attached (i.e., credit card statement, cancelled check)  
Note: This is required.
- b. The expense was incurred on behalf of the university.
- c. The item and amount of the expense are accurate.
- d. No reimbursement of this expense has been or will be sought or accepted from another source.

**Please provide a brief description of the expense.**

Amount \$ 51.82                      Date Expense Incurred 04/08/13

Billing Agency Avistar

Description of Expense Long term airport parking at Newark airport

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**Please provide signatures.**

Requester/Traveler Signature \_\_\_\_\_ Date \_\_\_\_\_

Department

Approver (typed or printed)

Approver's Title (typed or printed)

Approver's Signature \_\_\_\_\_ Date \_\_\_\_\_