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

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