

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Airline, car rental, and lodging expenses • Registration fees (confirmation showing dollar amount also accepted)
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A credit card statement cannot be substituted for a receipt.

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

Date	Amount	Expense Type	Includes Alcohol?	Alcohol Amount	Federal or State Funds?	
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row
<input type="text"/>	<input type="text"/>	Choose one...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	Clear Row

I, (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.

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name of Payee	Title

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Signature of Payee	Date

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

For attachment help, see:

- [Attaching or Faxing Receipts MyExpense Job Aid](#)
- [BearBuy Meeting & Entertainment Payment Request](#)
- [Travel Expense Voucher](#)