

**THIS COMPLETED FORM SHOULD BE SUBMITTED WITH AN EXPENSE ITEM AS AN ATTACHMENT**

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 Expense Report.

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 merchant is attached.
  - The merchant is unable to provide a duplicate receipt.
  - Proof of payment is attached, (i.e., credit card statement, cancelled check, etc.) **NOTE: This proof 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.

**Name(s) and contact information for the Rutgers' personnel responsible for lost receipts:**

**RUTGERS BUSINESS UNIT:**

**CONTACT NAME:**

**PHONE:**

**EMAIL:**

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<b>Date Expense Incurred:</b>	<b>Amount: \$</b>
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**Merchant Information:**

**Description of Expense** (attach additional sheets, if necessary):

**Requestor/ Traveler:**

**Approver:**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_