RUTGERS

LOST RECEIPT CERTIFICATION FORM

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:**	
Date Expense Incurred:	**Amount: $**
Merchant Information:	
Description of Expense (attach additional sheets, if necessary)**:**	

Traveler / Requester:

Signature_____

Name: _____

Title: _____

Date: _____

Approver:

Signature_____

Name: _____

Title: _____

Date: _____