

University of Guelph  
**Reimbursable Expense for Which  
the Original Receipt was Lost**

**FOR USE WITH PROCUREMENT CARD (PCard) RECONCILIATION ONLY**

The following is a list of expense details that were incurred while conducting University Business and for which the original receipt(s) were lost.

Date	Description ( Include: what was purchased, supplier name, address & phone number, purpose, & other related information)	Foreign Amount	Canadian Amount
	<b>Total Expenses</b>		

*I hereby certify that the expenses noted above are net of any travel rebates, agency discounts, were incurred on University business, are not previously reimbursed and are in accordance with University Policy. I request that the expenses incurred as noted above (without original receipts), be approved for reimbursement.*

Signature of Cardholder

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Position / Title

Date \_\_\_\_\_

Print Name

Authorized Approval Signature

Position / Title

Date

Print Name