

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): | |

Requestor/ Traveler:**Approver:**

Signature _____

Signature _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____