

**DECLARATION OF MISSING EVIDENCE FOR MISSING ORIGINAL RECEIPTS**  
**AND/OR PAYMENTS MADE ON BEHALF OF "THE REGENTS OF THE**  
**UNIVERSITY OF CALIFORNIA, RIVERSIDE"**

Instructions:

*Copy this form as needed. Attach this completed form to the Travel Expense Voucher (Form U85) or the Check Request (Form U5) in place of a missing original receipt. Complete a separate form for each missing original receipt. Also, only complete the appropriate section that applies to the type of payment made.*

I, \_\_\_\_\_, declare that:  
(Name)

1. *I disbursed personal monies on behalf of The Regents of the University of California, Riverside as follows:*

*Date:* \_\_\_\_\_ *Amount paid:* \$ \_\_\_\_\_

*Vendor Name:* \_\_\_\_\_

*Vendor Address:* \_\_\_\_\_

*Description of Payment:* \_\_\_\_\_

\_\_\_\_\_

2. *The original receipt is not available. The reason (i.e. Could not be obtained, lost, etc.) is as follows:*

\_\_\_\_\_

\_\_\_\_\_

3. *Travel Advance payment (i.e. airfare ticket, rail ticket, registration fee, hotel deposit, etc.) made by The Regents of the University of California, Riverside – Accounting Office on my behalf:*

*Payee's Name:* \_\_\_\_\_ *Traveler's Department:* \_\_\_\_\_

*Trip Destination:* \_\_\_\_\_ *Type of Advance:* \_\_\_\_\_

*Inclusive Dates of Trip:* \_\_\_\_\_ *Dollar Amount:* \$ \_\_\_\_\_

*Name of Faculty/Employee Sponsor (if applicable):* \_\_\_\_\_

*I request by my signature of this document reimbursement for this disbursement from my personal funds OR to have the UCR Accounting Office – Travel Office clear the above advanced payment made for me by the UC Regents.*

*Date:* \_\_\_\_\_ *Signature:* \_\_\_\_\_