

**Declaration of Missing Receipt for a Payment Made
on Behalf of The Regents of the University of California**

Instructions: Copy this form as needed. Attach completed form to expense report.

I, _____, declare that:
(Name of declarant)

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

Date: _____ Amount paid: \$ _____

Vendor name: _____

Vendor address: _____

Description of the supplies or services purchased: _____

Purpose for which the supplies or services were purchased: _____

2. I am missing the receipt on which the word "Paid" appears for the expenses incurred. Describe attempts made to obtain original receipts. _____

3. Based on the foregoing declaration, I declare that all efforts to obtain a duplicate receipt have been made. I hereby request that The Regents of the University of California reimburse me for this disbursement of my personal monies.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____ City and state: _____

Signature of declarant: _____

Mailing address of declarant: _____

Signature of declarant's supervisor: _____

Date: _____