

**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 my personal 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: \_\_\_\_\_