

CERTIFICATION OF LOST RECIEPT

| l, | , the undersigned, here | |
|-----------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------------|
| (Print Name) I did incur expense in the amount of \$ | for | (mm/dd/yy) (Breakfast, Lunch, Dinner, Taxi, etc.) |
| This expense was incurred in conjuncti | | (Breakfast, Lunch, Dinner, Taxi, etc.) e meeting or activity when expense was incurred) |
| | (Indicate | e meeting or activity when expense was incurred) ittal of my travel claim. The circumstance |
| of the loss or destruction are: | | · |
| I further certify that I have not previously subsequently found, I will not use it to s | | is expenditure; and, if the receipt is |
| (mm/dd/yy) | | (Claimant's Signature) |
| I have received this certification stated above. | n and recommended the e | expense be reimbursed in the amount |
| I have reviewed this certification without the actual original receip | | quest for reimbursement be denied |
| (mm/dd/yy) | A. b | (Department Head's Signature) |
| I hereby authorize the expense I hereby deny the request for re | | ommended above. |
| (mm/dd/vv) | | (Superintendent's Signature) |