



# CERTIFICATION OF LOST RECEIPT

I, \_\_\_\_\_, the undersigned, hereby certify that on \_\_\_\_\_  
(Print Name) (mm/dd/yy)

I did incur expense in the amount of \$ \_\_\_\_\_ for \_\_\_\_\_.  
(Amount) (Breakfast, Lunch, Dinner, Taxi, etc.)

This expense was incurred in conjunction with \_\_\_\_\_.  
(Indicate meeting or activity when expense was incurred)

The receipt for said expense was lost or destroyed prior to submittal of my travel claim. The circumstances of the loss or destruction are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I further certify that I have not previously submitted a claim for this expenditure; and, if the receipt is subsequently found, I will not use it to submit a future claim.

\_\_\_\_\_  
(mm/dd/yy)

\_\_\_\_\_  
(Claimant's Signature)

I have received this certification and recommended the expense be reimbursed in the amount stated above.

I have reviewed this certification and recommend the request for reimbursement be denied without the actual original receipt. Comment:

\_\_\_\_\_  
(mm/dd/yy)

\_\_\_\_\_  
(Department Head's Signature)

I hereby authorize the expense to be reimbursed as recommended above.

I hereby deny the request for reimbursement.

\_\_\_\_\_  
(mm/dd/yy)

\_\_\_\_\_  
(Superintendent's Signature)