

Economics Dept. General Reimbursement Request Form

In order to reimburse you, campus requires original receipts showing full payment received and method of payment. If you do not have a receipt showing payment, complete the next page, "Certificate of Lost / Missing Receipt" and submit these along with a copy of your credit card statement - please redact all confidential information, e.g., account numbers, address.

If you need extra room for your items, attach another piece of paper. Submit the completed form(s) along with electronic copies of your receipts.

Name: _____ Employee/Student ID#: _____

Email: _____ Total Reimbursement Amount: _____

Chartstring: _____

Item Description	Purchase Justification	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the above is a true statement, that the expenses claimed were incurred by me for official University business, that I have not otherwise received reimbursement for these expenses, and that the expenses are within the regulations of the University of California.

Signature of Payee: _____ Date: _____

Approver signature: _____ Date: _____

Printed Name and Title: _____

Certificate of Lost / Missing Receipt

Use when original receipt is not available as back-up documentation.

Name of claimant	Name of Vendor	City/State
Date of Receipt	Total Cost	Vendor's Telephone Number (if available)

Description of Expense and Business Purpose

Note: A form of proof of payment must be submitted, e.g., a credit card statement or front & back of cancelled check.

I have incurred the expense as described above and have lost, misplaced, or did not receive the receipt. I am submitting this affidavit in lieu of the missing receipt.

I certify that these are accurate and proper charges for costs incurred while on official UC business and that I have not previously requested nor will I again request reimbursement for these expenses, nor will reimbursement of this expense be sought or accepted from any other source.

Claimant's signature:	Date:
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