

**Certificate of Missing Documentation**

Date: \_\_\_\_\_

This form is to be used only when an expense document was lost, accidentally destroyed or unattainable.

Claimant: \_\_\_\_\_  
(Individual who is reporting that a document is missing.)

Purpose: \_\_\_\_\_  
(Was the missing document for an airfare boarding pass, taxi receipt, P-Card receipt, etc.)

Document # \_\_\_\_\_  
(From travel expense claim or cheque requisition.)

Date of Claim: \_\_\_\_\_  
(Date that cheque requisition, travel report or P-Card reconciliation was sent to the Bus Off.)

**FORWARD TO:**

Research Accounting

Accounts Payable

Forward to individual in the Business Office \_\_\_\_\_

**TYPE OF MISSING DOCUMENT**

P-Card document

Travel report document

Cheque requisition document

Fund # _____	Org # _____	Account # _____
Paid on (date) _____		In the amount of _____
(Date that missing document was issued. Or approximate date.)		
Why Document is Missing ?		

**I hereby declare that the original document described above is unattainable or lost. I further declare that I have not and will not use the document(s) to claim reimbursement from any other source.**

Claimant (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Approval:** *To be approved by the Fund signing authority and one-over-one signature, where applicable. If missing document is for a P-Card transaction, claimant signature, (fund authority signature if different), and one-over-one signature is required.*

Fund authority (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_