

University of Waterloo
Declaration of Meal Expense
when Original Receipt is not Available

Claimant's Name _____
(Please print)

Food Vendor _____

Vendor's Address _____

Vendor's City or Town _____

Vendor's Country _____

Date of Meal _____
DD-MON-YYYY

Meal (breakfast, lunch, dinner) _____

Detailed Description of Purchase (brief description of meal and beverages, including alcohol, if any)

Total Actual amount and currency _____

Maximum claim amount in CAD \$ _____

Reason original receipt not available

Effort taken to obtain original receipt

Declaration of Claimant

- I understand that University of Waterloo Policy 31 Travel requires original receipts/invoices to support the claim for reimbursement of meal expenses.
- I declare that I incurred the out-of-pocket expense & am not claiming the expense at any other time or from any other source.
- I submit this declaration of meal expenses and request reimbursement on an exception basis.

Claimant's Signature _____

Date Completed by Claimant _____