

**University of Waterloo
Missing Receipt Affidavit**

Claimant's Name _____
(Please print)

Vendor Name _____

Vendor's Address _____

Vendor's City or Town _____

Vendor's Country _____

Date of Expense _____
DD-MON-YYYY

What was purchased? _____

Detailed Description of Purchase (i.e. 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 - University Expenses requires original receipts/ invoices for each transaction.
- I declare that I incurred the expense personally (or authorized the P-Card purchase) and am not claiming the expense at any other time or from any other source.
- I submit this declaration on an exception basis.

Claimant's Signature (required) _____

Date Completed by Claimant _____