

CERTIFICATION OF LOST RECEIPT

I, _____, the undersigned, hereby certify that on
(Name)

_____ I did incur the expense in the amount of \$_____ for
(Date) (Amount)

_____. This expense was incurred in conjunction with
(Breakfast,lunch,dinner, taxi, etc.)

_____. The receipt for said expense was lost or destroyed prior to
(Indicate meeting or activity when expense was incurred)

submittal of my travel claim. The circumstances of the loss or destruction are as follows:

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.

Date

Claimaint's Signature

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- I have reviewed this certification and recommend 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:

Date

Department Head's Signature

- I hereby authorize the expense to be reimbursed as recommended above.
- I hereby deny the request for reimbursement.

Date

Superintendent's Signature