



Student Missing Receipt Form

Attach to Student Expense or Student Petty Cash Form

Date:	
Last Name	First Name
Club or Committee Name	
<p>I acknowledge that original detailed receipts are necessary for reimbursement per University policy, and will endeavour to adhere to this requirement on future expense claims. I also understand and acknowledge that Canada Revenue Agency may consider all amounts paid to individuals without receipts to be taxable income to the individual.</p>	
Signature of Claimant	
Staff Advisor	
Email	Phone
Signature of Advisor	

Currency of Expenses

CDN
USD
Other

Administrative Staff Only

Document Number:

Posting Date:

	Date	Purpose or Expenditure Type	Vendor/Location	Reason for no receipt	Amount
1					
2					
3					
4					
5					

Total claim:

PLEASE NOTE:

- Attach any documentation that may indicate a purchase was made (including credit/debit card statements).