

Student Missing Receipt Form

Attach to Student Expense or Student Petty Cash Form

Date:	
Last Name	First Name
Club or Committee Name	
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.	
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).