Declaration of Missing Receipt for a Payment Made on Behalf of The Regents of the University of California

Instructions: Copy this form as needed. Attach completed form expense report.

I,	, declare that:
	ame of declarant)
1.	I disbursed my personal monies on behalf of The Regents of the University of California as follows:
	Date:Amount paid: \$
	Vendor name:
	Vendor address:
	Description of the supplies or services purchased:
	Purpose for which the supplies or services were purchased:
2.	I am missing the receipt on which the word "Paid" appears for the expenses incurred. Describe attempts made to obtain original receipts.
3.	Based on the foregoing declaration, I declare that all efforts to obtain a duplicate receipt have been made. I hereby request that The Regents of the University of California reimburse me for this disbursement of my personal monies.
l dec corre	lare under penalty of perjury under the laws of the State of California that the foregoing is true and ct.
Date:	City and state:
Signa	ature of declarant:
Mailing address of declarant:	
Signa	ature of declarant's supervisor:
Date:	