



Lost/Missing Receipt Declaration

Purpose of Form

This form is to be used on rare occasions when claimants have lost or misplaced their original receipts. Each claimant must certify that an expense receipt was lost accidentally, destroyed, or unobtainable. This declaration form must be attached to either the RFP or the Wells Fargo statement, whichever is appropriate.

Declaration

I, _____, hereby declare the following receipt has been lost or misplaced:

I further declare that I have not and will not use this missing receipt to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

Claimant

Print Name

Signature

Approval

Authorized Signer