

**CERTIFICATION OF LOST RECEIPT**

I, \_\_\_\_\_, the undersigned, hereby certify that on  
*(type or print name)*

\_\_\_\_\_ I did incur 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  
*(indicate meeting or activity when expense was incurred)*

lost or destroyed prior to submittal of my travel claim. The circumstances of the loss or destruction are:

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)*

\_\_\_\_\_  
*(Claimant's Signature)*

- 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)*