



Missing Receipt Declaration Form

Kwantlen Polytechnic University requires that original itemized receipts are submitted for all PCard purchases and/or expense report claims. In circumstances where the original itemized receipt is unobtainable or lost, this declaration form must be completed and signed by the PCard holder and/or the person seeking reimbursement and their one-over-one approver.

Note: Repeated submission of a declaration in lieu of collecting receipts will initiate an escalation process that could result in PCard account deactivation or other disciplinary action.

Merchant	Amount (in dollars)	Location (city)	Purpose of Expense	Name(s) of Individuals Entertained (if applicable)

Cardholder/
Claimant's Signature: _____

Supervisor's Signature: _____

Cardholder/
Claimant's Name: _____

Supervisor's Name: _____

Date: _____

Date: _____

By signing, the claimant/cardholder verifies that these are KPU business expenses, and have not been claimed/will not be claimed as reimbursement from any other sources.

By signing, the approver verifies that these are KPU business expenses and have not been claimed/will not be claimed as reimbursement from any other sources.

For individual expenses without receipts exceeding \$50, approval must be obtained from the Chief Financial Officer before the claim can be processed.

Chief Financial Officer: _____ Date: _____

***This form must be attached to the expense report claims and/or applicable PCard statement and submitted to Financial Services.**