

DECLARATION OF LOST EVIDENCE THAT A PAYMENT WAS MADE
ON BEHALF OF THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

Instructions: Copy this form as needed. Attach completed form to Request for Reimbursement of Entertainment Expense or Travel Voucher, in place of lost receipt.

I, _____, declare that:
(Name 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 supplies or services purchased:

Purpose for which the supplies or services were purchased:

2. I lost the positive evidence (a receipt on which the word "Paid" appears) that this payment was made. The facts of such loss insofar as known to me are as follows:

3. Based on the foregoing declaration I hereby request that The Regents of the University of California reimburse me for this disbursement of my personal monies.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true correct.

Date: _____ City and state: _____

Signature of declarant: _____

Mailing address of declarant: _____

Signature of delcarant's supervisor: _____