



THIS COMPLETED FORM SHOULD BE SUBMITTED WITH AN EXPENSE ITEM AS AN ATTACHMENT

If an original receipt is lost, the requester must ask the merchant for a duplicate. If the merchant is unable to provide a duplicate, the traveler or requester must indicate that they attempted to secure a copy of the lost receipt. A "Lost Receipt Certification Form" must be completed for each lost receipt and attached to the check request.

This certification attests to the following:

- a) No original receipt is available for this expense. Please check applicable statements below:
 - A duplicate receipt obtained from the merchant is attached.
 - The merchant is unable to provide a duplicate receipt.
 - Proof of payment is attached, (i.e., credit card statement, cancelled check, etc.) **NOTE: This proof is required.**
- b) The expense was incurred on behalf of the University/Student Organization.
- c) The item and amount of the expense is accurate
- d) No reimbursement of this expense has been or will be sought, or accepted from another source.

Please provide a brief description of the expense.

Name(s) and contact information for the Rutgers' student responsible for lost receipt/s:	
SABO ACCOUNT NAME AND NUMBER:	
REQUESTER NAME:	
PHONE:	
RUTGERS EMAIL:	
Date Expense Incurred:	Amount: \$
Merchant Information:	
Description of Expense (attach additional sheets, if necessary):	

Requester:

Advisor:

Signature _____

Signature _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____