Nipissing University Lost Receipts Reimbursement Policy

Original receipts are required for reimbursement of all expenses with the exception of the per diems, km allowance up to maximum of daily rental rate and gratuitous accommodation.

Neither credit card statements nor credit card slips are acceptable substitutes for original itemized receipts. In instances where and original receipt is photocopied, has not been issued or has been lost, submit:

1) the credit card statement or credit card slip together with

2) an explanatory note signed by the traveller or claimant.

EXPLANATORY NOTE

Please accept this as proof of expenditure for the missing **original** receipt.

Reason for missing original receipt or boarding passes:

Paid To: _____

Dated: _____ Amount: _____

Particulars:

I certify that this charge has not and will not be claimed for reimbursement from other sources or institutions:

Signature of claimant: _____

Printed Name: _____

Title: _____

Email: _____

Signature of Supervisor, Chair or Dean: _____