

DECLARATION OF MISSING EVIDENCE MEMORANDUM
FOR MISSING ORIGINAL RECEIPTS

Instructions: Attach completed form to UTSA Business Expense Form in place of a lost itemized receipt for consumable and non-consumable items.

Note: This is required to determine if the expenditure should be treated as taxable income to the employee. In general, receipts substantiate what UTSA's funds have been used to purchase, to assure that expenses are not lavish or extravagant; and to assure that the expenditures are otherwise allowed. Repeated reimbursements to the same individual without the required documentation may be denied.

I, _____ declare that:

1. I disbursed my PERSONAL MONIES on behalf of The University of Texas at San Antonio
- OR
2. UNIVERSITY FUNDS were disbursed on my behalf as follows:

Date: _____ Amount paid: \$ _____

Vendor name: _____

Vendor address: _____

Description of the food items, supplies or services purchased: _____

Purpose for which the above were purchased: _____

Explanation for the unavailable receipt and attempts taken to obtain a duplicate, itemized receipt:

Signature of Declarant: _____ **Date:** _____