

UTSA[®] Declaration of Missing Evidence Memorandum for Missing Original Receipts

Instructions: Complete this form when a receipt is not available. One form may be completed per event or per trip, even if more than one receipt is unavailable. Once completed, electronically attach form in PeopleSoft.

NOTE: This form is used to determine if an expenditure should be treated as taxable income to the employee. In general, receipts substantiate allowable expenditures to ensure compliance with IRS regulations. Repeated reimbursements to the same individual without the required documentation may be denied.

I, _____ declare that:
 (First and last name)

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:

Use the spaces below to detail unavailable receipt(s):

	Date	Vendor Name	Vendor Address	Amount Paid	Business Purpose
1.					

Description of expenses:

2.					
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Description of expenses:

3.					
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Description of expenses:

4.					
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Description of expenses:

5.					
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Description of expenses:

6.					
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Description of expenses:

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

Signature:

Date: