



MEMORANDUM

To: BCIT Financial Services, Travel Claims

Re: Loss of Original Receipts

I, _____ certify that the following receipt/s
(description; e.g., hotel bill, etc., _____)
has/have been lost and can not be replaced. These authorized travel expenses
were incurred by me on _____ and are reimbursable
through BCCAT/BCIT account Org Code _____, Account Code
_____. I further certify that I have not and will not claim reimbursement for
these expenses from any other source.

Amount to be reimbursed: \$ _____ (indicate if taxes included)

Signature of Traveller: _____

Signature of Approver: _____

SITE STAMPING

In circumstances where the traveller requests the original receipts to be returned to him/her for warranty purposes, or where expenses are partially covered by another organization and the traveller requires the original receipt/s for submission to that organization, the receipt/s will be "site-stamped" indicating the amount to be reimbursed by BCCAT/BCIT.

For the original receipt to be site-stamped, the traveller must provide the original receipt, Accounts Payable will stamp original, and keep the photocopy.