

Lost Receipt Declaration Form

Receipts must be provided where possible. This form is for exceptional circumstances and must be submitted where a receipt or duplicate can not be produced.

This form should also be submitted with CSU Credit Card transactions if receipts have been lost.

Claimant's Name:

Claimant's Staff ID:

Date of claim:

1. This form is to be completed when the original receipt has been lost or destroyed and only where a replacement can not be obtained.
2. Attach this form to your expense claim or ProMaster transaction.
3. Claim or transactions will not be approved without being supported by declaration form.

Type of claim:

- Out of Pocket Expense Claim
- Purchase Card transaction
- Travel Card transaction

Description of Goods or Services purchased:

Amount and GST status

Include currency if overseas payment

Supplier Name:

Date of Expense:

Circumstances of loss and any additional information:

I hereby declare that I have lost or accidentally destroyed the original receipt and have made every effort to obtain a replacement but have not been able to obtain one. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim in the future.

Claimant's Signature: