



TRENT UNIVERSITY
Travel Declaration Form

This form is to be used when a traveller certifies that a receipt was lost, accidentally destroyed, or unobtainable.

Re: Original Receipt(s)

I, _____ hereby declare that I had in my

possession the original : _____

(describe the missing ticket, hotel bill, etc. in detail) but have now lost or misplaced it.

I further declare that I have not and will not use this receipt to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

Claimant

Print Name

Signature

Dean, Director (second signature required)

Print Name

Signature

Return this form with the Travel Claim Form.