

University of Toronto

I, _____, DECLARE THAT I HAVE LOST/DISPOSED OR FAILED TO OBTAIN THE ORIGINAL RECEIPTS FOR THE EXPENDITURES NOTED BELOW AND THE AMOUNTS QUOTED REPRESENT THE TRUE COSTS ASSOCIATED WITH THE RECEIPTS. I DECLARE THAT I HAVE NOT BEEN PREVIOUSLY REIMBURSED FOR THE EXPENSES RELATIVE TO THESE RECEIPTS NOR HAVE I USED THEM FOR ANY PERSONAL BENEFIT. I DECLARE THAT SHOULD THESE RECEIPTS BE FOUND/OBTAINED, I WILL NOT SUBMIT THEM TO ANY ORGANIZATION OR BUSINESS ENTITY FOR REIMBURSEMENT NOR WILL I USE THEM AS RECEIPTS FOR INCOME TAX DEDUCTIONS.

AMOUNTS

TYPE OF EXPENSES

_____	_____	_____
SIGNATURE OF CLAIMANT	PRINT NAME	DATE

APPROVAL: PRINCIPAL, DEAN, DIRECTOR OR CHAIR
