

Attestation for Expenses Incurred on Behalf of Western

Expense Report #: _____

I certify that the original receipt for the item (identify the item description and/or expense line numbers) _____ in the amount of _____ has not been submitted because (circle the reason that applies to your case):

- *The receipt was lost*
- *The receipt was not provided by the vendor*
- *The receipt was in foreign language/currency (translation and currency conversion is required)*
- *The original receipt was picked up by another person (name) _____*
- *Other (please specify) _____*

I certify that the expenses that were reimbursed to me as per the expense report listed above were incurred on behalf of the University of Western Ontario.

Claimant Name (printed)

Claimant Signature

Date

I certify that I have reviewed the accompanying documentation before approving the expense report listed above.

Approver Name (printed)

Approver

Date

This Attestation Form must be attached to a copy of the Expense Report along with all other receipts and mailed to the attention of Travel Desk, Financial Services, Suite 6100 Support Services Building.