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)     Date

Claimant Signature

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.