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|  | **THE UNIVERSITY OF BRITISH COLUMBIA**  **MEMORANDUM** |

|  |  |  |  |
| --- | --- | --- | --- |
| To: | Electrical and Computer Engineering  Kaiser 5500 | From: | Click here to enter text. |
| Date: | Click here to enter a date. | Phone: | Click here to enter text. |
|  |  | Email: | Click here to enter text. |

|  |  |
| --- | --- |
| RT#: | Click here to enter text. |

RE: Original Receipts/Invoices

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I hereby certify that | Click here to enter text. | Amount $ | Click here to enter text. | |
| has/have been lost or misplaced. This/These expense/s were incurred on | | | | Click here to enter text. |

(date)

|  |  |
| --- | --- |
| and are billable to Speed Chart | Click here to enter text. |

These expenses have not and will not be claimed from any other source.

|  |  |  |
| --- | --- | --- |
|  |  | Click here to enter text. |
| PAYEE/REQUESTER SIGNATURE |  | PRINT NAME |

|  |  |  |
| --- | --- | --- |
|  |  | Click here to enter text. |
| AUTHORIZED SIGNATURE |  | PRINT NAME |
| *(at least one admin level higher than payee)* | |  |

**Notes:**

**1) *For Research Grants, please specify if there were any purchased alcohol included in the meals expense.***

**2) *The missing receipt form must be printed on “UBC” letterhead.***