



TRAVEL CLAIM RECEIPT DECLARATION

Financial Services
3700 Willingdon Avenue
Burnaby, BC V5G 3H2

TO: FINANCIAL SERVICES, TRAVEL CLAIMS

Employee I.D. Number A00	Position	Department
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I, _____, certify that the following receipt(s) are missing for some reason:

DATE COST INCURRED	ITEM(S) AND DETAILS	COST INCL. TAXES	HST AMOUNT

(Describe the missing ticket, hotel bill, etc. in detail)

These authorized travel expenses were incurred by me, and are reimbursable through BCIT account

_____.

I further certify that I have not and will not claim reimbursement for these expenses from any other source.

Amount to be reimbursed: \$_____.

Signature of Traveller	Date of this declaration
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