

University of Louisville  
Controller's Office  
Certification of Non-Original Receipt Form

I, \_\_\_\_\_, hereby certify that the attached copy of an  
(Print Name)

invoice/expense/receipt for \_\_\_\_\_ dated  
(Vendor)

\_\_\_\_\_ is valid and that the original document was lost.  
(Date)

If, in the event I am reimbursed twice for this business expense(s), I agree to reimburse the University of Louisville for the duplicate payment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Phone Number

**Instructions:** This form is to be completed by the **employee** requesting reimbursement for an individual expenditure (receipts less than \$30 not required *for travel only*) when the original receipt is not available. This form must be attached to the back of the Travel Expense Voucher or Request for Disbursement Form. Although this form is a certification of "non-original" receipt(s), it does not release the employee from providing, at a minimum, copies of receipts. Employees will not be reimbursed if the appropriate documentation is not provided.