McMaster Reimbursement Policy:
Original receipts are required for reimbursement of all expenses
with the exception of the per diems and gratuitous accommodation.

Neither credit card statements or credit card slips are acceptable
substitutes for original itemized receipts. In instances where an
original receipt is not issued or has been lost, submit
1) a copy of the credit card statement or credit card slip together with
2) an explanatory note signed by the traveller or claimant.

Explanatory notes will not be accepted for meal claims. Without an itemized
receipt, meals will be reimbursed up to the maximum meal allowance.

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EXPLANATORY NOTE
Please accept this as proof of expenditure for the missing original receipt.
original itemized receipt or boarding pass

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Reason for missing documents:

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Paid To: ________________________________

Dated: _______________  Amount: _______________

Particulars: ____________________________________________________

______________________________________________________________

I certify that this charge has not and will not be claimed for
reimbursement from other sources or institutions

Signature: ______________________________________________________

Printed Name: __________________________________________________

Title: _______________  Ext: _______________________________

Email: ________________________________________________________