

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.

EXPLANATORY NOTE

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

Reason for missing documents:

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: _____