

**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**

Reason for missing documents:

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|  |
|  |
|  |

Paid To: \_\_\_\_\_

Dated: \_\_\_\_\_ *Amount:* \_\_\_\_\_

Particulars: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**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: \_\_\_\_\_