



Declaration Form

(ABSENTEE CLAIMANT)

Purpose: This form is to be used when a claimant is not able to be present to sign a Travel Expense Reimbursement or Business Expense Reimbursement form to be submitted to Accounts Payable for processing.

For a claimant to be reimbursed, the University of Victoria requires that the claimant sign the reimbursement form to declare that the expenses claimed are legitimate and relate to University business. If a claimant is not at the University, or is otherwise absent when the claim is being prepared, a signed or electronically submitted declaration can be submitted with the claim in lieu of original signature.

Note: *If a claimant knows in advance that he or she will not be present to sign the reimbursement form, he/she should sign this form at the time of providing original receipts and other documentation to the person who will be preparing the claim. If a signed form is not obtained prior to the claimant leaving the University, an emailed declaration clearly from the claimant's email address will be accepted.*

Declaration: I _____ hereby declare that the expenses claimed are legitimate, incurred on authorized University of Victoria business and have been reduced by any discount, rebate or claim made against other sources, or to support any claim in the future.

Signed:

Claimant's Name (print)

Claimant's Signature

Date

Retention:

This form must be attached to the Travel Expense Reimbursement or Business Expense Reimbursement claim form and submitted to Accounts Payable.