Original Receipt(s) Not Available

Traveler:

Employee ID:

TA Number:

Department:

I hereby certify that I have lost or misplaced receipts relating to the following University related business trip.

Departing From:

Destination:

Date leaving:

Date returning:

Reason receipt no available:

For reimbursement consideration please present in lieu of receipt(s) the following:

1. This notice.
2. Copy of original TA

Traveler’s Signature: Date:

Supervisor’s Signature: Date:

**Return to travel auditor for review.**

Travel Administrator: Date: