# CERTIFICATION FOR MISSING RECEIPT

**Purdue University**

**May-2010**

## RECEIPT INFORMATION

<table>
<thead>
<tr>
<th>Date Paid:</th>
<th>Amount Paid:</th>
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**Payee:** (Name of Firm, Person, etc.)

**Location:**

(City) (State)

**Description of Expenses Incurred (including purpose and names of attendees):**

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**Statement of Reason for Not Having Receipt:**

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## CLAIMANT CERTIFICATION

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I, ____________________________, (Employee / Other Claimant) ____________________________, (Title) ____________________________,

representing ____________________________, Org Unit Name ____________________________, Org Unit Number ____________________________,

certify that the foregoing receipt related to authorized travel expense is not available or obtainable, and accurate, and the information is true and the amount shown is legally due.

Signature ____________________________

NOTE: This form is used when original, itemized receipts are not available to document a transaction or substantiate a reimbursement request.