



**CERTIFICATION FOR UNAVAILABLE/LOST RECEIPT**

I HEREBY CERTIFY THAT I INCURRED THE FOLLOWING EXPENSE(S) FOR WHICH THE RECEIPT IS UNAVAILABLE AND/OR LOST FOR PRESENTATION WITH THIS TRAVEL CLAIM.

LODGING EXPENSES:

PROCURED AT: \_\_\_\_\_  
(Hotel Name, City, State/Country)  
FOR PERIOD \_\_\_\_\_ THRU \_\_\_\_\_ AT A COST OF  
\$ \_\_\_\_\_ PER DAY, FOR A TOTAL COST OF \$ \_\_\_\_\_

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PROCURED AT: \_\_\_\_\_  
(Hotel Name, City, State/Country)  
FOR PERIOD \_\_\_\_\_ THRU \_\_\_\_\_ AT A COST OF  
\$ \_\_\_\_\_ PER DAY, FOR A TOTAL COST OF \$ \_\_\_\_\_

AIRLINE TICKET(S):

FROM \_\_\_\_\_ TO \_\_\_\_\_ DATE \_\_\_\_\_ COST \_\_\_\_\_

RENTAL CAR:

FROM \_\_\_\_\_ TO \_\_\_\_\_ DATE \_\_\_\_\_ COST \_\_\_\_\_

PROVIDE STATEMENT EXPLAINING WHY RECEIPT ISN'T FURNISHED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I AM SUBMITTING THIS STATEMENT IN LIEU OF UNAVAILABLE AND/OR LOST RECEIPT(S). I MAKE THE FOREGOING CERTIFICATION WITH THE FULL KNOWLEDGE OF THE PENALITIES FOR WILLFULL MAKING A FALSE STATEMENT (18 USC 1001). I UNDERSTAND THAT IF ANY PORTION OF THE CLAIM IS DETERMINED TO BE FRAUDULANT, PAYMENT FOR THE ENTIRE CLAIM MAY BE DENIED.

\_\_\_\_\_  
Signature/Date