

**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 \$ \_\_\_\_\_

PROCURED AT: \_\_\_\_\_  
(Hotel Name, City, State/Country)

FOR PERIOD \_\_\_\_\_ THRU \_\_\_\_\_ AT A COST OF  
\$ \_\_\_\_\_ PER DAY, FOR A TOTAL COST OF \$ \_\_\_\_\_

TRAIN TICKET(S):

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

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 PENALTIES 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

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