

Missing Travel Receipt Statement

To: Travel Accounting Technician
c/o Fresno State Accounting Services
MS: JA 58

From: _____
First name Last name Empl ID

Department Division

I am unable to submit an original itemized receipt(s) with my Travel Expense Claim

for \$_____ Travel expense description: _____

My reason is*: _____

I have undertaken all measures to obtain a duplicate receipt from (include name of business and contact information): _____

_____ and have been unsuccessful.

I certify that the above statements are accurate and true to the best of my knowledge, and that the amount shown is the amount of my own expense, and that I have not and will not seek reimbursement from any other source.

Sincerely,

Signed

*In the absence of a satisfactory explanation or administrator approval, the amount involved will not be reimbursed.