

MISSING RECEIPTS

When original itemized receipts are required but cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a statement should be provided explaining why such receipts are not being submitted with the Travel Expense Claim. The statement must include a signed certification that the amount shown is the amount of the traveler's own expense, and that the traveler has not and will not seek reimbursement from any other source.

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