



### MISSING RECEIPT CERTIFICATION

University Hall 360  
Phone: (818) 677-2945  
Fax: (818) 677-4581  
Mail Code: 8202

#### Instructions:

This form **MUST** be filled out and attached to the Travel Expense Claim form when a receipt is unavailable.

Date of Transaction:	Vendor & Description:	Amount:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
		<b>Total:</b> \$ _____

I certify that the receipt for each expense indicated on this form is unavailable and is a true and actual cost incurred, excluding alcohol, while on official business of California State University, Northridge.

**Traveler's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_ Ext: \_\_\_\_\_