

CERTIFICATION FOR MISSING HOSPITALITY RECEIPT

Purdue UniversityPurdue Research Foundation
(May be used for Purdue University or PRF Forms)
May-2010

RECEIPT INFORMATION	
Date Paid:	Amount Paid:
Payee: (Name of Firm, Person, etc.)	
Location: (City)	(State)
Description of Hospitality Expenses Incurred (including purpose and names of attendees):	

Statement of Reason for Not Having Receipt:	

CLAIMANT CERTIFICATION	
Date: _____	
I, _____, (Employee / Other Claimant)	_____ (Title)
_____ Department Name	_____ Department Number
certify that the foregoing receipt related to authorized travel expense is not available or obtainable, and accurate and the information is true and the amount shown is legally due	
Signature _____	

Business Manager Signature _____

NOTE: This form is used when original, itemized receipts are not available to document a P-card transaction or substantiate a reimbursement request. Reimbursements involving alcoholic beverages must be reimbursed through the Purdue Research Foundation.