

**SUBJECT: STATEMENT IN LIEU OF ACTUAL RECEIPTS**

I, \_\_\_\_\_ DO HEREBY CERTIFY BY THIS STATEMENT THAT RECEIPTS FOR THE FOLLOWING TRAVEL EXPENSES WERE EITHER INADVERTANTLY MISPLACED, LOST, OR DESTROYED AND HEREBY CLAIM THE FOLLOWING AMOUNT OF \$ \_\_\_\_\_ WHICH CONSISTS OF THE FOLLOWING:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ TRANSPORTATION

\_\_\_\_\_ AIRFARE NAME OF AIRLINE \_\_\_\_\_

\_\_\_\_\_ RENTAL VEHICLE NAME OF COMPANY \_\_\_\_\_

TYPE OF VEHICLE RENTED \_\_\_\_\_

\_\_\_\_\_ MISCELLANEOUS (PLEASE LIST ) \_\_\_\_\_

\_\_\_\_\_

I ALSO CERTIFY THAT NO HIDDEN CHARGES OR CLAIMS ARE ADDED INTO THESE COSTS.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_