



**Missing Receipt Certification
Corporate Travel Credit Card Program**

University Accounting Services
Accounts Payable - Travel
3801 W. Temple Avenue, 121-East-2160 | Pomona, CA 91768
Email: travel@cpp.edu

An original, itemized receipt must be submitted with the monthly Corporate Travel Credit Card reconciliation for all charges; as outlined in the Corporate Individual and Departmental Travel Credit Card Procedures. **The cardholder should make every effort to obtain an itemized receipt to support University travel related expenses charged to the Corporate Travel Credit Card program.** When an original, itemized receipt cannot be obtained, and the cardholder has exhausted all measures to obtain a duplicate receipt for a Corporate Travel Credit Card purchase, the Missing Receipt Certification form should be submitted with the monthly reconciliation package to substantiate the charge.

Cardholder's Name: _____

Department: _____

Date of Expense: _____

Vendor's Name: _____

Vendor's Address: _____

Vendor's Phone #: _____

Reason(s) itemized receipt was not obtained and detailed explanation of purchase:

Description of Purchase	Amount
Total	

I certify that the itemized receipt for the purchase indicated on this form is unavailable and the amount shown above is the actual amount paid, excluding alcoholic beverage, while traveling on official business for Cal Poly Pomona. I further certify that the amount above is an allowable expense as defined by the CSU and CPP Travel Procedures, as well as the Corporate Individual Travel Credit Card and/or the Corporate Departmental Travel Credit Card programs. I am aware that excessive instances of lost/missing receipts may result in the cancellation of my Corporate Travel Credit Card.

Cardholder's Signature

Date

Approving Official's Printed Name

Approving Official's Signature

Date