

# UNIVERSITY OF ALASKA CERTIFICATION OF UNAVAILABLE DOCUMENTATION

This form should be completed for any UA Travel Card transaction that does NOT have documentation from the merchant.

|                                 |                               |
|---------------------------------|-------------------------------|
| Cardholder Name                 | Department Name               |
| Cardholder's Approving Official |                               |
| Merchant Name                   | Transaction Date (mm/dd/yyyy) |
| Transaction Amount \$           |                               |

| Description of Items or Services<br>(Add an additional sheet if necessary) | Quantity | Cost Per Item | Total Cost |
|--|----------|---------------|------------|
|  |          | \$            | \$         |
|  |          | \$            | \$         |
|  |          | \$            | \$         |
|  |          | \$            | \$         |
|  |          | \$            | \$         |

### REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

### CARDHOLDER HAS MADE THE FOLLOWING ATTEMPT TO OBTAIN RECEIPTS OR DOCUMENTATION

### CARDHOLDER CERTIFICATION SIGNATURE

I hereby certify the following:

- All items purchased on this UA Travel Card transaction were for University use. No personal purchases were made.
- The Cardholder will not seek reimbursement from the University in any other manner for this transaction.
- Original documentation is not in Cardholder's possession for the reasons stated above.

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cardholder's Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_