



Unavailable Documentation Form
CERTIFICATION OF UNAVAILABLE
TRAVEL/NET CARD TRANSACTION DOCUMENTATION

This form is required for any Travel or NET (Non-Employee Travel) Card transaction that does NOT have documentation from the merchant. Repeated use of this form as substitute documentation could result in revocation of your Travel/NET Card privileges. Documentation from the merchant is required for EVERY Travel/NET Card Transaction. Acceptable forms of transaction documentation are:

- Detailed Receipt from the merchant
Detailed Credit Card slip from merchant

INFORMATION

Cardholder Name Department
Merchant Name Date of Purchase

DESCRIPTION, QUANTITY, COST OF EACH ITEM PURCHASED:

Table with 4 columns: Description, Quantity, Per Item Cost, Total Cost

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE:

Three horizontal lines for providing reasons for unavailable documentation.

Attach any additional information, correspondence, or justification about this transaction. If the merchant repeatedly does not provide documentation, notify the Campus Travel Office.

CARDHOLDER CERTIFICATION SIGNATURE – I hereby certify the following:

- All items purchased with this Travel/NET card transaction were for College use and no personal purchases were made.
I will not seek reimbursement in any manner for this transaction.
Original documentation is not in my possession for the reasons stated above.
I acknowledge that repeated lack of documentation could result in the revocation of my Travel/NET Card

Cardholder's Signature Date

SUPERVISOR CERTIFICATION SIGNATURE

Supervisor Signature Date