

**FLORIDA INTERNATIONAL UNIVERSITY CONTROLLER'S OFFICE**  
*Certification Statement for  
Lost Receipt(s)*

Payee Name: \_\_\_\_\_ Panther ID# \_\_\_\_\_

Department Name/Business Unit: \_\_\_\_\_

Receipt Amount: \_\_\_\_\_

Date of Expense: \_\_\_\_\_

Type of Expense (i.e. hotel, taxi, etc): \_\_\_\_\_

Reason receipt is lost: \_\_\_\_\_

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I hereby certify that the original receipt is lost and that if it's, will not be submitted for reimbursement or payment through any other source.

In the event a hotel receipt is lost and the hotel cannot provide a duplicate, the traveler shall provide an additional memo certifying that the receipt was lost. The additional memo must include detailed hotel charges (room rate, taxes, etc), the dates and location of travel, the name of the hotel, the city, and state or country in which the traveler stayed.

In the event an airfare receipt is lost and the airline cannot provide a duplicate, the traveler shall provide an additional memo certifying that the receipt was lost. The additional memo must include detailed airfare charges (departure and arrival dates roundtrip, class of travel (economy), origin and destination, carrier name, flight #, and ticket #.

I understand that as a result of frequent use of this document for lost receipts, the Travel Dept. of the FIU Controller's office may refuse payment of future reimbursements without actual receipts.

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**Signature of Payee**

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**Business Unit Approver**

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**Date**