I, __________________, have either misplaced or not received a Travel Report receipt totaling $___________. This expense was on behalf of Southern Methodist University.

This form is submitted in lieu of the original receipt for the following:

Date: _____ Supplier: ___________________ Item Purchased: ___________ Amount: _______

Date: _____ Supplier: ___________________ Item Purchased: ___________ Amount: _______

Date: _____ Supplier: ___________________ Item Purchased: ___________ Amount: _______

I certify that the amounts shown above were expended for Southern Methodist University business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

_________________________________________  _________________
Traveler Signature                          Date

_________________________________________  _________________
Principal Investigator Signature            Date

_________________________________________  _________________
Department Administrator/FO                  Date