

# University of Arkansas Form for Lost/Unobtainable Travel Card Receipt

**EXPENSE REPORT NUMBER:** \_\_\_\_\_

**DATE OF PURCHASE:** \_\_\_\_\_

**MERCHANT NAME:** \_\_\_\_\_

**CARDHOLDER NAME:** \_\_\_\_\_

**DESCRIPTION OF PURCHASE:** \_\_\_\_\_

\_\_\_\_\_

**TOTAL PURCHASE AMOUNT:** \_\_\_\_\_

**RECEIPT WAS (CHECK ONE) \_\_\_\_\_ LOST \_\_\_\_\_ NOT OBTAINABLE**

**Please provide brief explanation of why receipt was not obtainable:**

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, the undersigned do certify that the above purchase was made for University of Arkansas travel.

\_\_\_\_\_  
**CARDHOLDER SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEPARTMENT HEAD SIGNATURE**

\_\_\_\_\_  
**DATE**