

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

RECEIPT/DOCUMENT NUMBER (Displayed on EIC): \_\_\_\_\_

TRAVEL AUTHORIZATION 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