



**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. Please note: Repeated use of this form as substitute documentation could result in revocation of your Travel/NET Card privileges.

As per Fredonia Policy #810, an itemized receipt is required for EVERY Travel/NET Card transaction.

CARDHOLDER INFORMATION:

Cardholder Name: _____ Department: _____

Merchant Name: _____ Date of Purchase: _____

DETAILED PURCHASE INFORMATION (Attach additional pages if needed):

Description:	Quantity:	Per Item Cost:	Total Cost:
_____	_____	_____	_____

REASON FOR MISSING DOCUMENTATION:

Attach any additional information such as: correspondence with merchant, or justification for this transaction. NOTE: If the merchant repeatedly does not provide documentation, please notify the Campus Travel Administrator.

CARDHOLDER CERTIFICATION - I hereby certify the following:

- All items purchased with this Travel/NET card transaction were for University 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 revocation of my Travel/NET Card

Cardholder's Signature: _____ **Date:** _____