

INSTRUCTIONS: Attach completed form to Travel Claim of canceled trip.

Date: _____

Name: _____ Department: _____

Email: _____ Phone: _____

Prior Travel Information

Travel Request #: _____ Travel Dates: _____ to _____

Travel Destination: _____

This document is to certify as the traveler that the future travel voucher or credit that I received can only be used for future University approved business travel. The travel voucher or credit must be used prior to its noted expiration date.

The travel voucher and credit information will be attached to the new travel request.

It is the responsibility of the traveler to ensure the travel voucher is used prior to expiration and only for future University approved business travel.

Signature

Date