

**CALIFORNIA INSTITUTE OF TECHNOLOGY
JUSTIFICATION
WHEN TRAVELER IS UNAVAILABLE TO SIGN
TRAVEL BUSINESS EXPENSE**

Trip Destination: _____

Trip Purpose: _____

Trip Dates: _____

I certify that the expenses claimed for reimbursement in this report were for travel done on behalf of the _____ Department and these expenses are the actual amounts incurred for my performance in the assigned duties for this trip.

Traveler's Signature: _____ or

Authorizer/Preparer's Signature: _____
(Only required when no Traveler Signature. Indicate below why Traveler is unable to sign Travel Expense Report)

Reason Traveler is unavailable: _____

Date: _____