



California Institute of Technology

JUSTIFICATION FOR MISSING TRAVELER SIGNATURE (WHEN TRAVELER HAS BEEN CONTACTED BUT IS UNAVAILABLE TO SIGN REPORT)

Traveler Name: _____

Trip End Date: _____

Reason traveler is unavailable to approve the report:

Invited guest, no longer at Caltech

Employee on extended leave or travel

Other: _____

I certify that the expenses claimed on this report were for travel done on behalf of the
_____ Department. These expenses are the actual amounts incurred
by the traveler in performance of the assigned duties for this trip.

Preparer Signature _____ Date: _____