



UNIVERSITY OF NORTH CAROLINA WILMINGTON

UNCW INTERNATIONAL PROGRAMS EXPENSE CERTIFICATION FORM

The following expenses were paid with cash and no receipt was possible for the Faculty-led Study Abroad Trip:

Name of Employee claiming expense:

Date of Expense	Trip Destination	Description	Amount

**Please note this should only be used in a situation where there is no other receipt option available. The person receiving the cash must sign the form.*

Reason receipt was not available:

I certify this is a true and accurate statement of expenses personally incurred during the student group travel which do not provide any type of receipt as documentation. These expenses have not been claimed or paid by another organization or individual.

Print name of person receiving cash

Signature of person receiving cash

Date

Print name of traveler

Signature of traveler

Date

Budget Authority (Sign and print name)

Date

I have examined this expense and certify that it is a reasonable expense during official university group travel.