



## 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.

Authorizer/Preparer Signature \_\_\_\_\_ Date: \_\_\_\_\_