



**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: \_\_\_\_\_