

## TRAVEL CERTIFICATION

**By signing below, I certify that:**

1. My travel reimbursement titled \_\_\_\_\_ for dates, start date \_\_\_\_\_ end date \_\_\_\_\_, is a true and accurate accounting of expenses incurred to accomplish official business for the University of South Alabama and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University of South Alabama in full for those expenses.
5. I HEREBY CERTIFY that reimbursement for lodging is claimed at the single occupancy rate, except in cases where more than one University employee shared the same room, and if reimbursement for valet parking is claimed, that was the only parking available.
6. I certify the total claimed for travel reimbursement represents all expenses to be reimbursed for the trip.

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Signature of Traveler

Date