



iExpense Traveler Certification

(If a traveler has assigned a delegate to complete and submit iExpense reports on his/her behalf, this certification form must be completed, scanned and attached to the report, along with all other required travel documentation/receipts.)

Traveler Name:

Destination:

Travel Dates – Depart: (MM/DD/YYYY) Return: (MM/DD/YYYY)

I have reviewed the iExpense report submitted on my behalf and certify that the trip was taken for the purpose indicated; that the accounting is accurate; that no portion has been paid, except as stated in the iExpense report and that the balance indicated is due or reimbursable in accordance with Research Foundation Travel Policy.

Traveler Signature: _____