



Controller's Office  
2400 Old Main Hill  
Logan, UT 84322-2400  
(435) 797-1011  
FAX: (435) 797-1077

TO: Utah State University  
Controller's Office  
Travel Department  
Old Main, Room26  
2400 Old Main Hill  
Logan, UT 84322-2400

I hereby certify that due to the following circumstances I am requesting payment be made to me from the attached photocopy of Travel Authorization (TA) No:

\_\_\_\_\_.

Reason:

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I also certify that to this date I have not received payment (check or otherwise) reimbursing me for travel expenses from the original TA. In the event the original TA and/or a check issued to me from the original TA come into my possession, I will return them to the Controller's Office, Travel Department.

Traveler's Signature:	
Printed/typed Name:	
Date:	