

STATEMENT OF LOST LODGING RECEIPT

IAW JFTR U2500.B.3 & U4125.A... An Itemized receipt must be provided. When an Itemized receipt is lost, destroyed, or impractical to obtain, you must provide a statement explaining the circumstances why the Itemized receipt was not enclosed. Included in this statement Please provide the name and address of the lodging facility, the dates the lodging was obtained, whether others shared the room, the daily lodging rate, the daily taxes incurred, & all other expenses (if any) are included.

I, _____ certify that I paid \$_____ per night for Lodging, and _____ for lodging taxes between the dates of _____ and _____. I am not claiming any special fees such as pets, movies, room service, bar, laundry or sundry charges.

I stayed at: _____ (Hotel / motel)
Address: _____
In city of: _____ State of: _____
Zip code: _____

Travel was Under TONO number
_____.

An Itemized receipt was either lost or impractical to obtain therefore it could not be submitted for reimbursement. If a copy of this receipt is found, I will not make another claim against this TONO#.

Sincerely,

(Traveler)

(Date)

Approved By:

(Unit Approving Official)

(Date)

The statements must be completed by the traveler and signed IN **BLUE INK** by both the traveler and the Authorizing Official (AO).

ORIGINAL RECEIPTS FOR REIMBURSABLE EXPENSES OF \$75 OR OVER

For lost receipts, sign (in blue ink) a statement as below in block 29 of DD-1351-2:

I will not make another claim against the government for this item on Travel Order Number _____ and travel dates _____ to _____.

I understand that there are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729)

Signature _____
Printed Full Name, Signature & Emplid

Signature _____
Printed Full Name, Signature & Emplid
Authorized Certifying Official

NOTE: Please itemize your costs (i.e. how much spent for each item).
For hotel receipts it is necessary to provide the name of the hotel, phone number including area code, address and a point of contact at the hotel for verification.
So use the form on the previous page. The statements must be completed by the traveler and signed **IN BLUE INK** by both the traveler and the Authorizing Official (AO).