

RAAUZYUW RUDIDFF1200 2921200-UUUU-RHMCSUU

R 191200Z OCT 11 ZYB

FM CMC WASHINGTON DC/RF//

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UNCLAS

MSGID/GENADMIN/CMC RFF

SUBJ/VALID RECEIPTS FOR REIMBURSEMENT OF TRAVEL EXPENSES REF/A/JFTR

REF/B/DODFMR VOL 9

RMKS/1. THIS MSG IS LABELED TAN 08-11 FOR ID PURPOSES.

2. BACKGROUND. THIS TAN IS BEING RELEASED TO CLARIFY THE REQUIRED INFORMATION FOR A DOCUMENT TO BE CONSIDERED A VALID RECEIPT FOR REIMBURSEMENT OF TRAVEL EXPENSES.

3. VALID RECEIPTS. TO BE CONSIDERED A VALID RECEIPT, THE DOCUMENT MUST CONTAIN THE FOLLOWING:

A. THE NAME OF THE COMPANY PROVIDING SERVICE (E.G. THE NAME OF THE HOTEL, AIRLINE, RENTAL CAR AGENCY)

B. DATES SPECIFIC SERVICES WERE RENDERED OR ARTICLES PURCHASES, AND THE UNIT PRICE.

C. FOR LODGING STATEMENTS/RECEIPTS, THE NAME AND ADDRESS OF THE LODGING FACILITY, THE DATES THE LODGING WAS OBTAINED/USED, WHETHER OR NOT OTHERS SHARED THE ROOM, AND THE COST OF A SINGLE ROOM.

D. INFORMATION STATING THAT THE AMOUNT DUE WAS PAID BY THE TRAVELER. IF THE DOCUMENT SHOWS AN AMOUNT DUE, WITH NOTHING TO INDICATE THE TRAVELER PAID THE AMOUNT THEN IT IS ASSUMED THAT THE TRAVELER HAS NOT PAID. THERE MUST BE POSITIVE INDICATION OF PAYMENT FOR THE DOCUMENT TO BE A RECEIPT, IF NOT IT IS CONSIDERED A BILL. IF THE TRAVELER UTILIZES AN EXPRESS CHECKOUT OPTION THAT SHOWS ONLY THE AMOUNT DUE, THE TRAVELER WILL NEED TO PROCURE A PAID IN FULL RECEIPT FROM THE HOTEL OR RENTAL CAR COMPANY.

4. THE POINT OF CONTACT FOR THIS MESSAGE IS MSGT K.A. HOWARD AND CAN BE REACHED AT (703)614-3462.

5. THIS MESSAGE HAS BEEN COORDINATED WITH RFF/MCDOSS/MI/ MISSA/MCPRD AND MPO.

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