Lost or Damaged Receipt Guidelines

Introduction

This guide provides the information for how to handle lost or damaged receipts. Fill in the appropriate statement and use the guide <u>Attaching and Viewing Documents in WEB TPAX</u> if needed.

Reference

IAW JTR 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 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, contact information & all other expenses (if any) that were included.

Links

Statement for Lost or Missing Receipts (other than lodging)

Statement for Lost or Missing Original Orders

Statement for Lost or Missing Lodging Receipts

ppc/travel/PropertyRentalReceipt.pdf

Sample of Statement for Lost or Missing Receipts (other than lodging)

LOST OR MISSING RECEIPT FOR REIMBURSABLE EXPENSE OF \$75 OR MORE (each lost/missing receipt must have its own individual signed statement)
I will not make another claim against the government for this item on Travel Order Number 1215G85PTG7UU000 and travel dates 6/10/16 to 6/13/16.
Total Amount: 100.00
Name of Establishment: DELTA AIRLINES
Full Address: 222 ANYWHERE ST, SOMEPLACE, ME 99999
Contact Information (phone #): 987-654-3210
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)
Traveler Signature w/EMPLID:Date: 6/13/16
Printed Full Name: AIRFORCE HAWK
Approving Official Signature w/EMPLID:Date: 6/14/16
Printed Full Name: JOE COASTIE The statement must be completed by the traveler and signed in ink by both the traveler and the Authorizing Official (AO).

Lost or Damaged Receipt Guidelines, Continued

Sample of Statement for Lost or Missing Original Orders

ORIGINAL OR CERTIFIED COPY OF TRAVEL ORDERS.				
Please provide statement on a separate plain 8-1/2" x 11" paper. Statement must have TONO and accounting data, must be dated, and have employee's printed full name, original signature and EMPLID as well as the printed full name, original signature of the Authorizing Certifying Official for the member's permanent duty station.				
EMPLOYEE NAME: Johnny Depp DATE: 11/1/2016 (today)				
Travel Order Number: 1216G88MDJ9UV00000 (100day)				
Accounting Data:				
Dates of Order: 10/1/2016 to 10/31/2016				
Place Ordered From and To: Barrow, AK to Key West, FL				
TDY Per Diem (check one): Messing: Commercial Quarters: Commercial Government Government Proportional Deductible				
Reduced \$per day				
Actual Expense (for meals, itemized receipts are required)				
Mode of Travel authorized: POV				
Reimbursable Expenses Authorized: Dep. Per diem, Dep MALT, Mem. MALT, MEM. Per diem				
I hereby certify that my original TAD/PCS (circle one) travel orders under travel order number 1218G88MDJ8UV0000 are lost and/or irretrievable to obtain a certified copy. I will not make another claim against the government under this travel order number unless otherwise authorized through official authority.				
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				
The statements must be completed by the traveler and signed IN INK by both the traveler and the Authorizing Official (AO).				

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Lost or Damaged Receipt Guidelines, Continued

Sample of Statement for Lost or Missing Lodging Receipts

STATEMENT OF LOST LODGING	RECEIP		
IAW JTR U2500.B.3 & U4125.A An Ite Itemized receipt is lost, destroyed, or impract explaining the circumstances why the Itemize statement provide the name and address of tobtained, whether others shared the room, the contact information & all other expenses (if a	tical to obtain, yo ed receipt was n he lodging facili ne daily lodging i	ou must provide a ot enclosed. Inclu ty, the dates the lo rate, the daily taxe	statement ided in this odging was
John Glenn certify th	at I paid \$ 109	.00 per night fo	r Lodging, and
\$\frac{11.00}{\text{or}} for lodging taxes between the came not claiming any special fees such as sundry charges.	dates of 8/8/16	and 8/14/	16
I stayed at: Courtyard by Marriott	(Hotel / Mot	el)	
Contact Information (phone # w/area cod	e) 111 222 \		
Address: 1234 Somewhere Stre	et		
In city of: Anywhere	State of: KS		
Zip code: 22222			
	G75SRC8S	SC0000	
I understand that there are severe criminal and ci fictitious, or fraudulent claim (U.S. Code, Title 1		0 0	0
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#.			
	8/14/16		
Traveler's Signature w/EMPLID	(Date)		
Approved By:		8/14/16	
Approving Official's Signature w/EMPLID (Date)			
The statements must be completed by the traveler and signed in ink by both the traveler and the Authorizing Official (AO).			

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Lost or Damaged Receipt Guidelines, Continued

Sample of Property Rental Receipt

Property Rental Receipt				
Property Manager Information				
Name:	Address:			
Phone Number:				
Rental Information:				
Property Address:				
Total Monthly Rental Amount:	Amount Paid:			
Date of Payment:	Method of Payment:			
Tenant Name (s)				
1.	3.			
2.	4.			
Tenant Signature:	Property Manager Signature:			