

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 [Attaching and Viewing Documents in WEB TPAX](#) 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 1215G95PTG7UU000 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 #): 907-654-3210

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).

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Lost or Damaged Receipt Guidelines, Continued

Sample of Statement for Lost or Missing Lodging Receipts

STATEMENT OF LOST LODGING RECEIPT	
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.	
I, <u>John Glenn</u> certify that I paid \$ <u>109.00</u> per night for Lodging, and \$ <u>11.00</u> for lodging taxes between the dates of <u>8/8/16</u> and <u>8/14/16</u> . I am not claiming any special fees such as pets, movies, room service, bar, laundry or sundry charges.	
I stayed at: <u>Courtyard by Marriott</u> (Hotel / Motel)	
Contact Information (phone # w/area code) <u>111-222-3333</u>	
Address: <u>1234 Somewhere Street</u>	
In city of: <u>Anywhere</u>	State of: <u>KS</u>
Zip code: <u>22222</u>	
Travel was Under TONO number <u>1215G75SRC8SC0000</u>	
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)	
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#.	
<u>[Signature]</u>	<u>8/14/16</u>
Traveler's Signature w/EMPLID	(Date)
Approved By: <u>[Signature]</u>	<u>8/14/16</u>
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:
<input type="text"/>	<input type="text"/>
Phone Number:	
<input type="text"/>	
Rental Information:	
Property Address:	
<input type="text"/>	
Total Monthly Rental Amount:	Amount Paid:
<input type="text"/>	<input type="text"/>
Date of Payment:	Method of Payment:
<input type="text"/>	<input type="text"/>
Tenant Name (s)	
1. <input type="text"/>	3. <input type="text"/>
2. <input type="text"/>	4. <input type="text"/>
Tenant Signature:	Property Manager Signature:
<input type="text"/>	<input type="text"/>