

## STATEMENT OF LOST, MISSING OR UNOBTAINABLE LODGING RECEIPT

IAW FTR (for civilians) or JTR (for uniformed members) and the PPPM reimbursement for the cost of lodging and lodging tax require documentary evidence usually provided in the form of an itemized lodging receipt. When an itemized lodging receipt or other documentary evidence is lost, destroyed, or impractical to obtain you must provide a statement explaining the circumstances.

An itemized receipt or required documentary evidence was lost, missing or impractical to obtain therefore it could not be submitted for reimbursement. I acquired lodging:

**For the dates of:** \_\_\_\_\_ **through** \_\_\_\_\_

**With the daily rate of:** \$ \_\_\_\_\_

**With daily lodging tax of:** \$ \_\_\_\_\_

**Number of Official Travelers (non-minor) sharing the same room w/ claimant** \_\_\_\_\_

I am not including any special fees (e.g. pets, movies, room service, bar, laundry or sundry charges) **Some lodging fees must be claimed as separate reimbursable items**; see FTR (for civilians) or JTR (for uniformed members) and PPPM.

I stayed at: \_\_\_\_\_ (Hotel / Motel)

Contact Information (phone # w/area code): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**Travel Under TONO:** \_\_\_\_\_

Other remarks:

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).

Claimant Signature w/EMPLID: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Full Name: \_\_\_\_\_

AO Signature w/EMPLID: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Full Name: \_\_\_\_\_

\*This statement must be completed by the traveler and validly signed in the same manner either **both electronically or both in ink** by the **Claimant** and the **Authorizing Official (AO)**.

Dec 2018