

STATEMENT OF LOST, MISSING OR UNOBTAINABLE VALID RECEIPT

If a receipt is impracticable to obtain or has been inadvertently lost/destroyed, a statement explaining the circumstances must be furnished (JTR 2710 & FTR Part 301-52). Valid receipt is defined in PPPM Ch. 2. Each receipt must have its own individual signed statement.

Item or Service Rendered: _____

I will not make another claim against the government for this item.

Travel Order Number (TONO): _____

Travel Dates: _____ to _____

Cost(s) Incurred in US\$: _____

***Taxes, Fees and Miscellaneous Reimbursable Expenses must be itemized**

Name of Vendor Providing Service: _____

Complete Address Including Zip Code: _____

Contact Information (Phone #/E-mail):

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).**

April 2017

