

# STATEMENT OF LOST LODGING RECEIPT

**IAW JFTR 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, \_\_\_\_\_ certify that I paid \$\_\_\_\_\_ per night for Lodging, and \$\_\_\_\_\_ for lodging taxes between the dates of \_\_\_\_\_ and \_\_\_\_\_. I am not claiming any special fees such as pets, movies, room service, bar, laundry or sundry charges.

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

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

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

In city of: \_\_\_\_\_ State of: \_\_\_\_\_

Zip code: \_\_\_\_\_

Travel was Under TONO number \_\_\_\_\_

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#.**

\_\_\_\_\_  
Traveler's Signature w/EMPLID (Date)

Approved By: \_\_\_\_\_  
Approving Official's Signature w/EMPLID (Date)

The statements must be completed by the traveler and signed in **BLUE INK** by both the traveler and the Authorizing Official (AO).