STATEMENT OF ACTUAL EXPENSES								
REIMBURSABLE EXPENSES (JTR, par. C4601 and JFTR, par. U4205)								
DATE	LODGING (Note 1)		MEALS (Note 2)	PRI	LAUNDRY PRESSING CLEANING	LOCAL TRANSPOR- TATION	OTHER (Note 4)	
		BREAKFAST	LUNCH	DINNER	CLEANING	(Note 3)	. ,	
NOTES								
(1) Attach lode	ging receipt(s) as su	pporting document		 (4) (a) Fees and tips to hotel employees; (b) Fees and tips to porters and baggage carriers (Members of 				
(2) Cost of each meal and tip (less the cost of alcoholic beverages).				Uniformed Services indicate only those fees and tips paid to porters and baggage carriers at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.);				
(3) Cost of local transportation and tips for travel between places of					nications charges for	lodging reservations	; cointe) related to	
					 (c) Communications charges for lodging reservations; (d) Expenses (other than those shown on lodging receipts) related to lodging; 			
				(e) Expenses for personal laundry and cleaning of clothing. (See JFTR and JTR Appendix A, under definition of per diem, for listing of other incidental expenses.)				
I, certify that itemized amounts are actual and necessary expenses								
incurred by me in performance of official travel for which I have not been reimbursed.								
SIGNATURE DATE								