

# What receipts do I need to file with my DTS voucher?

Prepared by the

III MEF/ MCI WPAC – MCB CAMP FOSTER DTS HELP DESK

References: JTR U2710; MCTIM 10602; TAN 8-11

## Receipts are required for:

- Lodging
- Rental Vehicle
- Commercial Air
- Expenses of \$75 or greater
- It is recommended that a traveler provide receipts for every expense

## To be considered a valid receipt:

- Must contain the name of the company providing the services
- Date(s) of purchase or date(s) services were rendered
- Must indicate that the balance has been paid by the traveler
- Traveler's name and method of payment
- Receipts in a foreign language must be accompanied by a statement in lieu
- **Airfare**
  - Must reflect the Name, ticket number, amount, and form of payment
  - A boarding pass is **NOT** an acceptable receipt

Frequent Flyer	UAEJE27398					
Notes	DEP-TERMINAL 3 *SFO-PSP OPERATED BY /SKYWEST DBA UNITED EXPRESS					
Name	Invoice / Ticket / Date	Base	Tax 1	Tax 2	Tax 3	Total
Name	43604/TRF2204553198/08 APR15	21.20				21.20
	43604/0167586486550/08 APR15	1,631.00	405.30			2,036.30
					<b>Total Amount</b>	<b>2,057.50</b>
Form of Payment: VXXXXXXXXXXXX1661						
<b>GENERAL INFORMATION</b>						
SERVICE FEES ARE NON REFUNDABLE**						
CONFIRM WITH YOUR AIRLINE THAT CHECKIN IS 90MIN						
PRIOR DOMESTIC DEPARTURS OR 120MIN FOR INTERNATIONAL						
RESERVED SEATS SUBJECT TO CANCEL 30MIN BEFORE DEPT						

- **Lodging**

- Must be itemized
- Must have a positive indication of payment



**K-BAY LODGE & COTTAGES**  
 THE LODGE AT KANEHOE BAY - BOX 63073  
 KANEHOE BAY, HI 96863  
 Tele - 808-254-2906 Fax - 808-356-4506

Room Number: 609  
 Daily Rate: 149.00  
 Room Type: QQ  
 No. of Guests: 2 / 0

VALLEY CENTER, CA 92082 US

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
08/01/2015	08/09/2015	XXXX XXXX XXXX 2782	TAD	P2	40180230947

DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT
06/30/2015	609	VISA PAYMENT	1ST. NIGHT DEPOSIT	\$149.00
08/01/2015	609	ROOM CHARGES	[REDACTED]	\$149.00
08/02/2015	609	ROOM CHARGES	[REDACTED]	\$149.00
08/03/2015	609	ROOM CHARGES	[REDACTED]	\$149.00
08/04/2015	609	DVD LATE FEE	DVD LATE FEE: 2ND NT- TED	\$2.00
08/04/2015	609	DVD LATE FEE	DVD LATE FEE: 2ND NT- THE INTERNSHIP	\$2.00
08/04/2015	609	ROOM CHARGES	[REDACTED]	\$149.00
08/05/2015	609	DVD LATE FEE	DVD LATE FEE: 3RD NT- TED	\$2.00
08/05/2015	609	ROOM CHARGES	[REDACTED]	\$149.00
08/06/2015	609	DVD LATE FEE	DVD LATE FEE: 4TH NT- TED	\$2.00
08/06/2015	609	ROOM CHARGES	[REDACTED]	\$149.00
08/07/2015	609	ROOM CHARGES	[REDACTED]	\$149.00
08/08/2015	609	VISA PAYMENT	REFUND CHANGED CC	\$149.00
08/08/2015	609	VISA PAYMENT	VISA PAYMENT	\$1,192.00
08/08/2015	609	VISA PAYMENT	VISA PAYMENT	\$8.00
08/08/2015	609	ROOM CHARGES	#609 SHARPE, MGYSGT DIANE	\$149.00

**TOTAL DUE: \$0.00**

ITEMIZED

- **Rental Car**

- Must be itemized
- Must have a positive indication of payment The rental car agreement that is issued to the traveler upon picking up the rental car is **NOT** acceptable
- In CONUS GPS, insurance, additional fuel, unjustified upgrades, and rental car damages not ICW official business are **NOT** reimbursable.
- In OCONUS GPS, insurance, additional fuel, and unjustified upgrades maybe reimbursed.

ENTERPRISE RENT-A-CAR COMPANY OF LOS ANGELES, MARINE CORP BASE MWR BLD 13032, CAMP PENDLETON, CA 920555020 (760) 385-5149						
RENTAL AGREEMENT 709235	REF# 248WFJ	SUMMARY OF CHARGES				
RENTER ██████████		<b>Charge Description</b>	<b>Date</b>	<b>Quantity</b>	<b>Per</b>	<b>Rate Total</b>
		TIME & DISTANCE	08/26 - 08/27	1	DAY	\$38.00 \$38.00
		TIME & DISTANCE	08/27 - 08/27	2	HOUR	\$12.00 \$24.00
		GARS FEE	08/26 - 08/27	1	DAY	\$5.00 \$5.00
DATE & TIME OUT 08/26/2015 03:12 PM		REFUELING CHARGE	08/26 - 08/27			\$0.00
DATE & TIME IN 08/27/2015 05:07 PM					<b>Subtotal:</b>	<b>\$67.00</b>
BILLING CYCLE 24-HOUR		<b>Taxes &amp; Surcharges</b>				
		SALES TAX	08/26 - 08/27		8%	\$5.36
					<b>Total Charges:</b>	<b>\$72.36</b>
VEH #1 2014 HYUN ACNT 4GLS VIN# KMHCT4AE7EU696342 LIC# 7FQW831		<b>Bill-To / Deposits</b>				
MILES DRIVEN 442		DEPOSITS				(\$150.00)
		<b>Total Amount Due</b>				<b>\$0.00</b>
		<b>PAYMENT INFORMATION</b>				
		AMOUNT PAID	TYPE	CREDIT CARD NUMBER		
		(\$150.00)	Visa	xxxxxxxxxxxx7257 PENDING		

### What is NOT a valid receipt?

- **Hotel bills-** A final bill provided by hotels as part of an express checkout that shows the amount due is **not** a valid receipt because it does not show that the bill was paid.
- **Rental car contracts-** A contract for rental car services signed when renting a car is **not** a valid receipt because it only shows estimated charges, and does not show the amount actually paid. The receipt is provided by the rental car company when the traveler returns the rental car.
- **Itinerary/invoice-** The initial Commercial Travel Office (CTO) itinerary/invoice showing that air or rail transportation has been booked is **not** a valid receipt because it only includes anticipated costs, and does not substantiate an actual payment. The actual airfare receipt is the 2nd email confirmation with the itinerary. The receipt will show the actual cost, the ticket number and amount.

### What do I do if I lost my receipt and cannot obtain a copy?

You can file a statement in lieu for lodging, travel, or miscellaneous expenses. When filing a statement in lieu, you understand that disbursing reserves the right to deny them based on the fact that most establishments are willing to provide a copy. In addition, disbursing has the responsibility to verify the validity of statement. You can find a statement in lieu on the III MEF DTS website under forms.