

LODGING STATEMENT

I did not share a room.

I certify that I was the only occupant in the room. *An explanation is required if two or more guests are reflected on the lodging receipt*

Comments: _____

Traveler's signature: _____ **Print:** (rank, name) _____ **Date:** _____

****If you did not share a room, the rest of this statement does not need to be filled out****

I did share a room.

I shared a room with (rank, full name) _____ **who was / was not on funded orders.**

Dates covered by this statement: _____ **to** _____

My share of the lodging cost that I paid for and am requesting reimbursement for

Daily Rate: \$ _____ **Taxes:** \$ _____ **for** _____ **days** **Total I am claiming:** \$ _____

Traveler's signature: _____ **Print:** (rank, name) _____ **Date:** _____

Other traveler's lodging cost

Total amount other traveler is claiming: \$ _____

****If you paid the entire lodging cost, AO must fill out the statement below****

I paid for the entire lodging amount but other travelers shared my room.

The JFTR requires each traveler to claim half of the lodging cost: however, if one traveler was forced to pay for the total lodging cost, the Authorizing official must state below the facts and circumstances as to why member was forced to pay for travel expenses of other members on orders. (Ref: TAN 03-04)

Comments: _____

****Note to AO, by signing this document, you have verified that the traveler(s) who did not pay for any lodging costs does not claim lodging expenses on their voucher****

AO signature: _____ **Print** (rank, name) _____ **Date:** _____

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Section 287 and 1001 and Title 31, Section 3729)