Ref:

(A) JTR.010301

(B) MCO 4650.39A

(C) DoDI 5154.31 Vol. 4

(D) FPM Vol.2.010801.A3

Per the references, I hereby certify that the expense claimed below was actually incurred and that the receipt was impracticable to obtain/inadvertently lost or destroyed. I further certify that the amount claimed includes only the expense indicated (e.g., Plane ticket, TMC free, Rental car, Taxi, Lodging, etc). A separate statement shall be completed for each individual item needing a receipt. I understand that the information provided may be investigated for validity.

Type of receipt lost/destroyed/impracticable to obtain: PLEASE CIRCLE

Lodging Air Fare Bus Fare Train Fare Rental Car Limo/Taxi Registration Fee Translation

Other

Name of Company providing service, if claiming lodging, provide address of facility:

Inclusive Dates Expense incurred:

Amount Claimed: $                          Used the space below to itemize the amount claimed, if needed. (*Note: required for lodging expense.*)

Method of Payment: PLEASE CIRCLE

GTCC PERSONAL CENTRALLY BILLED ACCT

If claimed transportation. Air/Bus/ Train, list point of departure/ arrival for each leg:

Additional Information:

(Name)

(Date) (Signature)