

Statement in Lieu for Lodging

Ref: JFTR, U2710; JTR, C2710

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 lodging expense and lodging tax and no other fees (i.e. internet fees, movies, etc.). I understand that the information supplied may be investigated for validity.

Last name: _____ **First name:** _____ **MI:** _____

SSN: _____ **Rank/Rate:** _____

Name of Hotel: _____

Phone #: _____

Address: _____

Daily Rate: \$ _____ Daily Taxes: \$ _____ Daily Total: \$ _____

Inclusive dates: _____ to _____

Total amount I paid and am requesting reimbursement for \$ _____

Justification:

Signature / date

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| <p>PENALTY STATEMENT</p> <p>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)</p> |
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Statement in Lieu for Miscellaneous Expenses

Ref: JFTR, U2710; JTR, C2710

I hereby certify that the expense claimed below was actually incurred and that the receipt was impracticable to obtain/inadvertently lost or destroyed. I understand that the information supplied may be investigated for validity.

Last name: _____ **First name:** _____ **MI:** _____

SSN: _____ **Rank/Rate:** _____

Transportation expense:

Air Fare **Bus Fare** **Shuttle/Taxi** **Other (specify):** _____

Point of departure _____ Arrival _____ check here if round trip

Inclusive date(s) of expense: From _____ To _____

Amount I paid for and am requesting reimbursement for \$ _____

Name of merchant/business: _____

Address: _____ Phone #: _____

Other Miscellaneous Expenses:

Expense Type: _____ **Date I incurred the expense:** _____

Amount I paid for and am requesting reimbursement for \$ _____

Name of merchant/business: _____

Address: _____ Phone #: _____

Justification: _____

Signature / date

PENALTY STATEMENT

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)

