

**STATEMENT IN LIEU OF LOST/DESTROYED/MISSING RECEIPT**

Ref: (a) Joint Travel Regulations (JTR)  
(b) HQMC-P&R (RFF) – Financial Policy Manual (FPM) Volume 2  
(c) MarAdmin 292/08

By submitting this form in my DTS voucher, I certify the expense claimed below was incurred by me, and that the receipt is either impracticable to obtain, or was inadvertently lost/destroyed. I understand a **separate** form shall be completed for each **individual** expense needing a receipt, and that information provided may be investigated for validity. I understand I cannot use this form if: The receipt can be easily obtained from the service provider (or) if an item was provided by the Government at no direct cost to me (or) it is for lodging, airfare, or rental car booked through a 3rd party booking site (Expedia, Hotels.com, etc.).

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

Air Fare / Bus Fare / Train Fare / Rental Car / Limo / Taxi / Uber/Lyft / CTO Fee / Registration Fee  
Hotel-Lodging / Parking Fee / Foreign Language Conversion / Other-Specify: \_\_\_\_\_

2. Name of Company providing service; If claiming lodging, provide complete address of facility and number of room occupants. If claiming rental car, identify the type of car (compact, full size, van, etc..) and optional purchases such as insurance.

\_\_\_\_\_ # of Room Occupants ( )

3. Inclusive Dates Expense incurred:

\_\_\_\_\_  
\_\_\_\_\_

4. Total Amount Claimed: \$ \_\_\_\_\_ (Itemize the amount shown on left below. If lodging is claimed, the daily room rate & daily tax rate incurred must be shown separately below)

\_\_\_\_\_  
\_\_\_\_\_

5. Method of Payment: PLEASE CIRCLE ONE

GTCC - Govm't Travel Charge Card      PERSONAL - Credit Card/Cash

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Printed Name of Traveler)      (Signature of Traveler)      (Date DD/MMM/YYYY)