

Date: _____

From: _____

Via: Authorizing Official (Name: _____)

To: Travel Officer, Naval Postgraduate School

Subj: **IN LIEU OF ACCEPTABLE RECEIPT STATEMENT**

Ref: (a) JTR, Par. 2710

1. Per reference (a), the following statement is provided in lieu of original receipt:

(a) Lodging. The receipt for lodging(s) has been inadvertently lost, destroyed, or not acceptable. Following information apply:

| Business name & address | Daily rate | Hotel tax | Date from | Date to |
|-------------------------|------------|-----------|-----------|---------|
| _____ | \$ _____ | \$ _____ | _____ | _____ |
| _____ | | | | |
| _____ | | | | |
| _____ | \$ _____ | \$ _____ | _____ | _____ |
| _____ | | | | |
| _____ | | | | |

I shared the room with (rank/name of sharer) _____ who was also under orders. The daily occupancy rate for the single room was: \$ _____ and the total cost was \$ _____.

Paragraphs A.5. of references (a) and (b) state: "A 'lost receipt' statement **is not a substitute** for an online booking hotel receipt." **This form may not be used for lost online booking receipts.**

(b) Other. I am claiming the following expense(s) which is/are \$75.00 or more, of which receipts are either lost or destroyed:

| Business Name | Nature of expense | Date incurred | amount |
|---------------|-------------------|---------------|----------|
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |

2. I also understand that verification of items listed above may be made prior to settlement of my claim.

(signature of traveler)

(signature of Auth. Official)

Note: Penalty for willfully making a false claim is a maximum fine of \$10,000.00 or maximum of 5 years imprisonment or both. (U.S. Code Title 18, Section 287, formerly section 80.)