CERTIFICATION OF MISSING OR LOST RECEIPT

**NOTE: Duplicate copies of receipts are usually readily available from hotels, airlines, and vehicle rental agencies. Due to requirements to list daily basic rates, taxes, and fees separately for claimed expenses, you must attempt to obtain copies of the original receipts from these vendors. For CONUS travel, daily lodging rates and taxes, when applicable, are separately claimed expenses. When claiming airfare, CTO fees are claimed separately from the airfare. When using this form in place of a receipt, you are responsible for fully reading, understanding and completing this certification for your claimed expenses.

In accordance with Joint Federal Travel Regulations, Vol. I, Part F, paragraph U2510 (Military), Joint Travel Regulations, Vol. II, Part E, paragraph C1310 (Civilian), AFI 65-114, Chapter 8, paragraph 8.6.4, and DoDFMR Volume 9, paragraph 080305, "Attach all supporting documentation including the original or legible copy of orders and receipts for all lodging expenses, as well as claimed reimbursable expenses of \$75 or more."

SECTION I - EXPENSE(S)

DO NOT include the following items with any amounts listed below:

- Optional insurance (Loss Damage Waiver, Personal Accident Insurance, etc...) on vehicle rentals, unless the rental is OCONUS.

d. Expenses incurred 1. LODGING (Hotel Name)	(City)			(State/Country)			
			(Oity)			(State/Country)	
Was room shared with any military/gov't employees?	If room was shared with were they on funded tra	n military/gov't employees, avel orders?	Check-in Date:	Check-out Date:	Daily Room Rate:	Daily Tax:	Total Cost:
☐ Yes ☐ No	☐ Yes	☐ No			\$	\$	\$
LODGING (Hotel Name)			(City)	1	1	(State/Country))
Was room shared with any military/gov't employees?	If room was shared with military/gov't employees were they on funded travel orders?		Check-in Date:	Check-out Date:	Daily Room Rate:	Daily Tax:	Total Cost:
☐ Yes ☐ No	☐ Yes	□ No			\$	\$	\$
2. AIRFARE (Carrier Name)	Travel From: City & State/Country	Travel To: City & State/Country	Date Traveled:	Base Airfare Cost:	Airfare Taxes:	CTO Fee:	Total Cost:
Was the ticket purchased through	the CTO? Yes	No Was any indirect rout	ing used (i.e. leav	/e/leisure/circuito	↓\$ us travel) □ Ye	\$ es □ No	\$
This airfare was purchased with:	☐ My individually billed	_	nit's centrally bille		☐ A personal		
AIRFARE (Carrier Name)	Travel From: City & State/Country	Travel To: City & State/Country	Date Traveled:	Base Airfare Cost:	Airfare Taxes:	CTO Fee:	Total Cost:
				\$	\$	\$	\$
Was the ticket purchased through	the CTO? Yes	No Was any indirect rout	ing used (i.e. leav	/e/leisure/circuito	us travel) 🔲 Ye	es 🗌 No	
This airfare was purchased with:	☐ My individually billed		nit's centrally bille		☐ A persona		
3. RENTAL CAR (Company Name)	Date Vehicle Rented:	Date Vehicle Returned:	Basic Rental Rate:	Taxes:	Insurance: (OCONUS only)	Fuel Paid In Advance:	Total Cost:
			\$	\$	\$	\$	\$
4. TAXI/LIMOUSINE/VAN Company Name	Travel From: City & State/Country	Travel To: City & State/Country	Basic Fare:		Tip:	Total Cost:	
			\$		\$0	\$	
			Ť				
5. OTHER TRANSPORTATION (Carrier Name)	Travel From: City & State/Country	Travel To: City & State/Country	Type (bus, train, etc):	Base Cost:	Taxes:	Tip:	Total Cost:
(Carrier Name)	City & State/Country	City & State/Country	Type (bus, train, etc):	\$	\$	\$	\$
	City & State/Country		Type (bus, train, etc):	\$ Is included *	\$ Was any lodgi	\$ ng included *	\$ Total Cost:
(Carrier Name) 6. REGISTRATION / CONFEREN *Note: If meals were included in y	City & State/Country ICE FEE (Purpose) /our registration fee, you m	City & State/Country Paid To: nust claim them as deductible	Type (bus, train, etc): Were any meal Yes e meals in block 1	\$ Is included * No 19 of the DD Form	\$ Was any lodgi Yes 1351-2, Travel	\$ ng included * No Voucher. For trave	\$ Total Cost: \$
(Carrier Name) 6. REGISTRATION / CONFEREN *Note: If meals were included in y DTS, indicate any deductible meal not claim reimbursement for the a	City & State/Country ICE FEE (Purpose) /our registration fee, you m ils on the DTS Per Diem Er pplicable night(s).	City & State/Country Paid To: nust claim them as deductible intitlement screen as meals '	Type (bus, train, etc): Were any meal Yes e meals in block 1 Provided'. Additio	\$ Is included * No 19 of the DD Formally, if lodging w	\$ Was any lodgi Yes 1351-2, Travel vas included in yo	sng included * No Voucher. For traveur registration fee,	\$ Total Cost: \$
(Carrier Name) 6. REGISTRATION / CONFEREN *Note: If meals were included in y DTS, indicate any deductible meal	City & State/Country ICE FEE (Purpose) /our registration fee, you m Ils on the DTS Per Diem Er pplicable night(s). c) *Note: If claiming reim	City & State/Country Paid To: nust claim them as deductible intitlement screen as meals '	Type (bus, train, etc): Were any meal Yes e meals in block 1 Provided'. Additio	\$ Is included * No 19 of the DD Form	\$ Was any lodgi Yes 1351-2, Travel vas included in yo	s ng included * No Voucher. For trave ur registration fee, Total Cost:	\$ Total Cost: \$
(Carrier Name) 6. REGISTRATION / CONFEREN *Note: If meals were included in y DTS, indicate any deductible meal not claim reimbursement for the ap 7. OTHER EXPENSE (Be Specific	City & State/Country ICE FEE (Purpose) /our registration fee, you m Ils on the DTS Per Diem Er pplicable night(s). c) *Note: If claiming reim	City & State/Country Paid To: nust claim them as deductible ntitlement screen as meals 's abursement for mailing/shipp	Type (bus, train, etc): Were any meal Yes e meals in block 1 Provided'. Additio	\$ Is included * No 19 of the DD Form nally, if lodging w	\$ Was any lodgi Yes 1351-2, Travel vas included in yo	sng included * No Voucher. For traveur registration fee,	\$ Total Cost: \$
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