

STATEMENT IN LIEU OF LOST/DESTROYED/MISSING RECEIPT

Ref: (a) Joint Travel Regulations (JTR)
(b) HQMC-P&R (RFF) 4650.37 – MARINE CORPS TRAVEL INSTRUCTION MANUAL (MCTIM)
(c) MarAdmin 292/08

Per the references, I hereby certify the expense claimed below was incurred by me (if provided by the Government at no cost to you, do NOT complete this form), and that the receipt is 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.

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

Air Fare Bus Fare Train Fare Rental Car Limo/Taxi Registration Fee
CTO Fee Lodging Parking Fee Other_____

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: \$_____ Use the space below to itemize the amount shown on left. If claiming lodging, the daily room rate & daily tax rate incurred must be shown below)

5. Method of Payment: PLEASE CIRCLE

GOVCC-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) (Signature) (Date)