STATEMENT OF ACTUAL EXPENSES

REIMBURSABLE EXPENSES *(JTR, par. C4601 and JFTR, par. U4205)*

DATE _____	LODGING *(Note 1)*	MEALS *(Note 2)*			LAUNDRY PRESSING CLEANING	LOCAL TRANSPOR-TATION ***(Note 3)***	OTHER *(Note 4)*
		BREAKFAST	LUNCH	DINNER			

NOTES

(1) Attach lodging receipt(s) as supporting document(s).

(2) Cost of each meal and tip *(less the cost of alcoholic beverages)*.

(3) Cost of local transportation and tips for travel between places of lodging or duty points and places where meals are taken not otherwise reimbursable *(JTR, par. C2402, and JFTR, par.U3510).*

(4) (a) Fees and tips to hotel employees;
(b) Fees and tips to porters and baggage carriers *(Members of Uniformed Services indicate only those fees and tips paid to porters and baggage carriers at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.)*;
(c) Communications charges for lodging reservations;
(d) Expenses *(other than those shown on lodging receipts)* related to lodging;
(e) Expenses for personal laundry and cleaning of clothing.
(See JFTR and JTR Appendix A, under definition of per diem, for listing of other incidental expenses.)

I, _____ certify that itemized amounts are actual and necessary expenses
(Type or Print Name)
incurred by me in performance of official travel for which I have not been reimbursed.

SIGNATURE	DATE

Reset