

**STATEMENT IN LIEU OF
ACCEPTABLE LODGING RECEIPT**

I certify that the required receipt for lodging to support this claim was **Destroyed/ lost/ or the only receipt that I was given.** (Circle one)

The following information, constructed **to the best of my knowledge**, is furnished in lieu of the proper receipt required to process my claim.

DATES OF LODGING From: _____ To: _____

I stayed ____ nights, at a cost of \$ _____ per night, plus taxes of \$ _____. I paid a **total** amount of \$ _____ for room charges.

The hotel or landlords name was:

The address was:

The phone number was: _____

Traveler's Signature: _____

DATE _____

If the accommodations were shared with another person or with family members, only the traveler's share of the cost will be reimbursed.

Do not include expenses for food, bar, or telephone in the lodging receipt.