

MEMORANDUM FOR DFAS

SUBJECT: **STATEMENT IN LIEU OF ACTUAL RECEIPTS**

I, _____ DO HEREBY CERTIFY BY THIS STATEMENT THAT RECEIPTS FOR THE FOLLOWING TRAVEL EXPENSES WERE EITHER INADVERTANTLY MISPLACED, LOST, OR DESTROYED AND HEREBY CLAIM THE FOLLOWING AMOUNT OF \$ _____ WHICH CONSISTS OF THE FOLLOWING:

TRANSPORTATION: _____

AIRFARE: _____ NAME OF AIRLINE _____

ITINERARY:

DEPARTING LOCATION: _____

ADDITONAL STOPS (IF APPLICABLE): _____

DESTINATION: _____

RENTAL VEHICLE: _____

NAME OF COMPANY _____

TYPE OF VEHICLE RENTED _____

MISCELLANEOUS: _____

(PLEASE LIST)

I ALSO CERTIFY THAT NO HIDDEN CHARGES OR CLAIMS ARE ADDED INTO THESE COSTS.

SIGNED: _____

DATE: _____