

**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:

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:

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)