

**Headquarters, U.S. Marine Corps Forces, Europe
Statement or Certificate in Lieu of Receipts**

This form is used IAW MCTIM, pars 20402 & 20403. For additional guidance the cited references are directly quoted below.

Valid Receipts: To be considered a valid receipt, the document must contain the following:

- a. The name of the company providing the service (e.g. The name of the hotel, airline, rental car agency).
- b. Date specific services were rendered or articles purchases, and the unit price.
- c. For lodging statements/receipts, the name and address of the lodging facility, the dates the lodging was obtained/used, whether or not others shared the room, and the cost of a single room.
- d. Information stating that the amount due was paid by the traveler. If the document shows an amount due, with nothing to indicate the traveler paid the amount then it is assumed that the traveler has not paid. There must be positive indication of payment for the document to be a receipt, if not it is considered a bill. If the traveler utilizes an express checkout option that shows only the amount due, the traveler will need to procure a paid in full receipt from the hotel or rental car company.

Lost Receipts: If a required receipt is lost, the traveler must sign and attach a statement or certificate in lieu of receipts including all required information. For example, a lost lodging receipt must include the complete name, address, phone number of the place of lodging, dates of occupancy, and number of occupants. The statement must specify a separate cost for the daily amount for lodging and taxes. Lost rental car receipts will identify the type of car (compact, full size, van, etc...) and optional purchases such as insurance. For most claims the traveler will not be required to provide a duplicate copy of a receipt and his statement or certificate will suffice. (I.E. there is no need to contact the airline or hotel for a duplicate receipt) Suspected fraud will be processed per ref (f).

- a. If occupied jointly by the claimant and a person(s) not under official orders, the single room rate plus taxes must be included.
- b. If occupied jointly with another member/employee on official orders, the member claims half the room rate and taxes.

Member's Information

<u>Name (Last, First MI)</u>	<u>Rank</u>	<u>EDIPI</u>
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Lost Receipt Information

<u>Type of receipt</u>	<u>Receipt Information (Clarify if "Other" option was used)</u>
<u>Name of Company</u>	<u>Phone Number</u>
<u>Address</u>	<u>Date of Receipt</u>
	<u>Total Cost Claimed</u>

Lost Lodging/Rental Car Receipt Questionnaire

<u>Dates of Occupancy/Use</u>	<u>Number of Occupants</u>	<u>Daily cost (without taxes)</u>	<u>Daily Taxes</u>	<u>Single Room Rate</u>
<u>Type of Rental Car</u>	<u>Optional Purchases (Insurance, Internet, Phone charges, etc.)</u>			

Additional Information:

<u>Signature</u>	<u>Date</u>
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