

LODGING STATEMENT

This statement must be filled out if a lodging receipt erroneously reflects that two or more occupants were in the room or if a traveler shared a room while TAD.

Complete this portion if you did not share a room

I certify that I was the only occupant in the room. *(An explanation is required if two or more guests are reflected on the lodging receipt.)*

Comments: _____

Signature: _____ Print: *(rank, name)* _____ Date: _____

If you did not share a room, the rest of this statement does not need to be filled out

Complete this portion if you did share a room

I shared a room with *(rank, name)* _____ who was / was not on funded orders.

Inclusive dates covered by this statement: _____ to _____

My share of the lodging cost that I paid for and am requesting reimbursement for is:

Daily Rate: \$ _____. Daily Taxes: \$ _____. for ____ days Total I am claiming: \$ _____

Signature: _____ Print: *(rank, name)* _____ Date: _____

If you paid the entire lodging cost, AO must fill out the statement below

I paid for the entire lodging amount but I shared the room with another traveler on orders

The JTR requires each traveler to claim half of the lodging cost: however, if one traveler was forced to pay for the total lodging cost, the Authorizing official must state the facts and circumstances as to why a member was forced to pay for travel expenses of others on orders.

AO comments: _____

AO signature: _____ Print *(rank, name)* _____ Date: _____

Note to AO: By signing this document, you have verified that the traveler(s) who did not pay for any lodging costs does not claim lodging expenses on their voucher

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Section 287 and 1001 and Title 31, Section 3729)