

# SHARED LODGING STATEMENT

**This section must be filled out if you were the only room occupant but the lodging receipt shows two or more guests.**

I certify that I was the only room occupant.

Traveler's signature: \_\_\_\_\_ Print: (rank, name) \_\_\_\_\_ Date: \_\_\_\_\_

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

## *I did share a room.*

I shared a room with (rank, full name) \_\_\_\_\_ who was, was not on funded orders.

Lodging dates : \_\_\_\_\_ to \_\_\_\_\_

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

Daily Rate: \_\_\_\_\_ Taxes: \_\_\_\_\_ for \_\_\_ days Total I am claiming: \_\_\_\_\_

Traveler's 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 why member was forced to pay the lodging expense of another traveler.

Comments: \_\_\_\_\_

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.

AO signature: \_\_\_\_\_ Print (rank, name) \_\_\_\_\_ Date: \_\_\_\_\_

## 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)