

What receipts do I need to file with my DTS voucher?

References: [JFTR U2510](#); [Travel Advisory Notice 08-11](#); [Regional Disbursing Office-West DTS Voucher Submission Requirements](#)

What receipts do I need to provide?

- ✓ Airfare ([click here for an example of an airfare receipt](#))
 - Regardless of amount
 - Must reflect the ticket number, amount, and form of payment
- ✓ Lodging (See below for an example of a lodging receipt)
 - Regardless of amount
 - Must be itemized
- ✓ Rental vehicle ([click here for an example of a rental car receipt and fees](#))
 - Regardless of amount
- ✓ Expenses of \$75.00 or more
 - ([click here for an example of a miscellaneous receipt](#))



What is a valid receipt?

A receipt is a written acknowledgement that the vendor has been paid for providing goods or services. To be valid, it must show:

- ✓ The name of the company providing the goods or services
- ✓ When the specific services were rendered or articles purchased
- ✓ The unit price
- ✓ The final amount due and that it was paid

What is NOT a valid receipt?

- **Hotel bills.** A final bill provided by hotels as part of an express checkout that shows the amount due is **not** a valid receipt because it does not show that the bill was paid.
- **Rental car contracts.** A contract for rental car services signed when renting a car is **not** a valid receipt because it only shows estimated charges, and does not show the amount actually paid. The receipt is provided by the rental car company when the traveler returns the rental car.
- **Itinerary/invoice.** A Commercial Travel Office (CTO) itinerary/invoice showing that air or rail transportation has been booked is **not** a valid receipt because it only includes anticipated costs, and does not substantiate an actual payment. The actual airfare receipt is the 2nd email confirmation with the itinerary. The receipt will show the actual cost, the ticket number and amount.

What do I do if I lost my receipt and cannot obtain a copy?

You can file a [statement-in-lieu](#) for miscellaneous expenses or a [statement-in-lieu for lodging](#). When filing a statement-in-lieu, you understand that disbursing reserves the right to deny them based on the fact that most establishments are willing to provide a copy. In addition, disbursing has the responsibility to verify the validity of statement.

Acceptable Lodging Receipt



The lodging receipt must reflect: the vendor, your name, dates, must be itemized, method of payment, and that the balance was paid

Joe Traveler
 2000 Mitchell Dr,
 Walnut Creek, CA 94596

Arrival: 10/24/06
 Departure: 10/27/06
 Room: 4152
 Page: 1

Folio No. 205422

Date	Description	Debit	Credit	Cashier
10/24/06	Long Distance Calls 510-526-8215	14.78		FOSERVER
10/24/06	Room	95.00		KIRBYL
10/24/06	Room Tax *Room	9.90		KIRBYL
10/25/06	Terrace Cafe Food #4152 : CHECK #376	7.53		FOSERVER
10/25/06	Long Distance Calls 510-526-8215	4.25		FOSERVER
10/25/06	Room	95.00		KENESHIAH
10/25/06	Room Tax *Room	9.90		KENESHIAH
10/26/06	Long Distance Calls 510-684-8124	6.50		FOSERVER
10/26/06	Room	95.00		RUTHO
10/26/06	Room Tax *Room	9.90		RUTHO
10/27/06	Visa Card XXXXXXXXXXXX9752 11/06		347.76	BECKYD

Balance: \$0

Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

Thank-You for staying with us !!!!

Please visit our website: www.pheasantrun.com for our latest exciting offers.

Unacceptable Lodging Receipt



Hilton
College Station & Conference Center

801 University Drive East • College Station, TX 77840
Phone (979) 693-7500 • Fax (979) 846-7361
Reservations
www.hiltoncs.com or 1 800 HILTONS

Name & Address

Traveler, Joe
Address
BERKELEY, CA 94708
US

Room 510/K1
Arrival Date 11/19/06 8:44PM
Departure Date 11/21/06
Adult/Child 1/0
Room Rate \$73.00

RATE PLAN C-CYCL
HH#
AL: UA #00497273641
BONUS AL: CAR:

Confirmation: 3255108463

11/21/06 PAGE 1

DATE	REFERENCE	DESCRIPTION	AMOUNT
11/19/06	970309	GUEST ROOM	\$73.00
11/19/06	970309	STATE TAX	\$4.38
11/19/06	970309	CITY TAX	\$5.11
11/20/06	970950	GUEST ROOM	\$73.00
11/20/06	970950	STATE TAX	\$4.38
11/20/06	970950	CITY TAX	\$5.11
WILL BE SETTLED TO VS *7666 EFFECTIVE BALANCE OF			\$164.98
			\$0.00

This receipt is unacceptable because it is an express check out bill and does not reflect that the balance has been paid.

Thank you for choosing Hilton! Please visit us at hilton.com to view our best available Net Direct rates, plan a special vacation getaway or select a convenient location for your next business trip.

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Zip-Out Check-Out®

Good Morning! We hope you enjoyed your stay. With Zip-Out Check-Out® there is no need to stop at the Front Desk to check out.

- Please review this statement. It is a record of your charges as of late last evening.
- For any charges after your account was prepared, you may:
 - + pay at the time of purchase.
 - + charge purchases to your account, then stop by the Front Desk for an updated statement.
 - + or request an updated statement be mailed to you within two business days.

Simply call the Front Desk from your room and tell us when you are ready to depart. Your account will be automatically checked out and you may use this statement as your receipt. Feel free to leave your key(s) in the room.

Please call the Front Desk if you wish to extend your stay or if you have any questions about your account.

DATE OF CHARGE	FOLIO NO./CHECK NO.
	236756 A
AUTHORIZATION	INITIAL
PURCHASES & SERVICES	
TAXES	
TIPS & MISC.	
TOTAL AMOUNT	0.00