

MEMORANDUM FOR DFAS

SUBJECT: **STATEMENT IN LIEU OF ACTUAL RECEIPTS**

I, _____ DO HEREBY CERTIFY BY THIS STATEMENT THAT RECEIPTS FOR THE FOLLOWING TRAVEL EXPENSES WERE EITHER INADVERTANTLY MISPLACED, LOST, OR DESTROYED AND HEREBY CLAIM THE FOLLOWING AMOUNT OF \$ _____ WHICH CONSISTS OF THE FOLLOWING:

_____ TRANSPORTATION

_____ AIRFARE NAME OF AIRLINE _____

_____ RENTAL VEHICLE NAME OF COMPANY _____

TYPE OF VEHICLE RENTED _____

_____ MISCELLANEOUS (PLEASE LIST) _____

I ALSO CERTIFY THAT NO HIDDEN CHARGES OR CLAIMS ARE ADDED INTO THESE COSTS.

SIGNED: _____

DATE: _____