| STATEMENT OF ACTUAL EXPENSES | | | | | | | |
|--|--|-------------------|---------------|--|---------------------------------|------------------------------|-------------------|
| REIMBURSABLE EXPENSES (JTR, par. C4601 and JFTR, par. U4205) | | | | | | | |
| DATE | LODGING (Note 2) | | | DIMMED | LAUNDRY PRESSING CLEANING | LOCAL TRANSPOR- TATION | OTHER (Note 4) |
| | | BREAKFAST | LUNCH | DINNER | | (Note 3) | |
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| NOTES (1) Attach lodging receipt(s) as supporting document(s). (4) (a) Fees and tips to hotel employees; (b) Fees and tips to porters and baggage carriers (Members of | | | | | | | |
| (2) Cost of each meal and tip (less the cost of alcoholic beverages). | | | | Uniformed Services indicate only those fees and tips paid to porters and baggage carriers at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.); (c) Communications charges for lodging reservations; | | | |
| of lodging or | cal transportation a duty points and pla mbursable (<i>JTR, pai</i> | ces where meals a | are taken not | (d) Expenses (other than those shown on lodging receipts) related to lodging; (e) Expenses for personal laundry and cleaning of clothing. (See JFTR and JTR Appendix A, under definition of per diem, for listing of other incidental expenses.) | | | |
| I, certify that itemized amounts are actual and necessary expenses | | | | | | | |
| incurred by me in performance of official travel for which I have not been reimbursed. | | | | | | | |
| SIGNATURE | | | | | | DATE | |