



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTEMBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Command Policy Memorandum #4, Travel Receipts Required for All Expenditures

1. References: Joint Travel Regulation (JTR) Chapter 1 Part E, Joint Federal Travel Regulation (JFTR), Chapter 2 Part F, and DoD Financial Management Regulation (FMR) Volume 9.
2. Travelers under the authority of USAG Baden-Wuerttemberg are required to provide receipts for all official expenses incurred during official travel regardless of the amount. Receipts must show when specific services were rendered or articles purchased, and the unit price.
3. "Lost receipts" provision: If a traveler fails to provide receipts for expenditures made while on official travel, he/she will have the burden to prove that the expense was actually incurred and in the amount claimed. If receipts are impracticable to obtain or have been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished. Other documents or evidence may be used to support a payment in the absence of a receipt; however, a traveler will only be reimbursed if the evidence presented is convincing of an actually incurred, necessary expenditure. Every effort should be made to obtain a valid receipt for official expenditures.
4. Travelers claiming reimbursement for expenditures without receipts will be required to complete the enclosed USAG Baden-Wuerttemberg Official Memorandum for Record and include it with their voucher.
5. The point of contact for this policy memorandum is the USAG Baden-Wuerttemberg Resource Management Office at DSN 373-1410.

Encl
as


BRYAN D. DECOSTER
COL, MI
Commanding

DISTRIBUTION:
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DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WÜRTTEMBERG
 UNIT 29237
 APO AE 09102-9237

IMEU-BW

MEMORANDUM FOR RECORD

SUBJECT: Official Statement in Lieu of Receipt (Lost or Unavailable Receipt Provision)

1. Name: _____ Rank/Grade: _____ SSN: _____
 (Last, First, Middle)
 Duty Phone: _____ Unit/Agency: _____ Supervisor: _____

2. I am submitting this statement in lieu of a receipt to support my claim for expenses listed on my travel voucher. I understand that this constitutes a claim against the government, and that false statements are punishable by criminal penalties pursuant to 18 USC 287, to include imprisonment and/or fines.

3. I am hereby claiming the following expenditure(s) (i.e., lodging, taxi, parking, rental car, fuel...):

A. Nature of Expense _____ Total Amount: _____ Currency: _____
 Date(s): _____ Reason receipt is not available: _____
 Name, Address, Phone of Service Provider: _____

B. Nature of Expense _____ Total Amount: _____ Currency: _____
 Date(s): _____ Reason receipt is not available: _____
 Name, Address, Phone of Service Provider: _____

C. [If more entries are needed, use separate sheet in same format as above]

4. For LODGING and RENTAL CARS, the following ADDITIONAL information is required:

A. LODGING: Check in/out dates: _____ Authorized daily lodging rate: _____

- If travel was for single individual but traveler upgraded to a double or larger room or otherwise incurred additional costs for personal convenience, claim only the single rate as authorized by the JFTR or JTR
- If traveler shared lodging with another individual on government per diem, claim only the traveler's legitimate portion of the total nightly rate

B. RENTAL CARS: Dates of Rental: _____ Rental Rate: _____ (daily) (weekly)

- Claim only the amount to which traveler was entitled per JFTR/JTR. Do not claim the cost of any traveler-requested upgrades or the cost of a larger vehicle rented solely for personal convenience. These amounts must be subtracted from the rental amount and may not be claimed. Fuel used during personal use may not be claimed.
- Do not claim the rental cost for any days that the traveler was not on official TDY (i.e. personal days or leave taken en route either before or after the TDY period). All personal costs must be subtracted from the rental amount (i.e., extra insurance, additional days, upgrades).

NOTE: THE PENALTY FOR WILLFULLY MAKING A FALSE CLAIM IS A FINE OF \$10,000.00 OR A MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH (U.S. CODE TITLE 18, SECTION 287)

SIGNATURE: _____ DATE: _____