STATEMENT OF ACTUAL EXPENSES

REIMBURSABLE EXPENSES *(JTR, C4612 AND M4009)*

DATE 19_____	1/ LODGING	2/ MEALS			LAUNDRY PRESSING CLEANING	3/ & 4/ LOCAL TRANSP	4/ OTHER
		BREAKFAST	LUNCH	DINNER			

NOTES

1/ *Attach lodging receipt(s) as supporting documents(s).*

2/ *Cost of each meal and tip to be shown as single amount (the cost of alcoholic beverages may not be included.)*

3/ *Cost of local transportation and tips between places of lodging or duty points to and from places where meals are taken not otherwise reiumbursable.*

4/ *(a) Fees and tips to bellboys and maids; (b) fees and tips to porters and baggagemen (Members of Uniformed Services indicate only those fees and tips paid to porters and baggagemen and at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.); (c) telephone and telegraphic charges for lodging reservations ; (d) expenses (other than those shown on lodging receipts) related to lodging and valet services (except barbers, manicurists, or masseurs); (e) related taxes and service charges on allowable items of expense (other than those in note 3) if not included elsewhere.*

I, _____ certify that itemized amounts are actual and necessary expenses
(Type or Print Name)
incurred by me in performance of official travel for which I have not been reimbursed.

SIGNATURE	DATE