

**STATEMENT-IN-LIEU FOR LODGING**

**Name** (Last, First, MI) : \_\_\_\_\_ **SSN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Grade/Rank:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Name of Hotel:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Daily Rate:** \$ \_\_\_\_\_ **Daily Taxes:** \$ \_\_\_\_\_ **Daily Total:** \$ \_\_\_\_\_

**Inclusive dates:** \_\_\_\_\_ **to** \_\_\_\_\_ **Number of days:** \_\_\_\_\_

**Total amount I paid and am requesting reimbursement for** \$ \_\_\_\_\_

I hereby certify that I did incur the lodging expense I am claiming on this statement and that the receipt was: impracticable to obtain / inadvertently lost or destroyed. (CIRCLE ONE)

I further certify that the amount I am claiming includes only the lodging expense and lodging taxes. No other fees (i.e. internet fees, movies, etc.) are included as they are not reimbursable by the government. I understand that the information I have provided may be investigated for validity.

\_\_\_\_\_  
**Signature / date**

**PENALTY STATEMENT**

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).