OSF FORM 18-1 Optional Use (Revised 4/01)

## RECORD OF LOST RECEIPTS AND DAILY RECORD FOR ACTUAL & NECESSARY TRAVEL EXPENSES

MEALS EXPENSE  Expense Item (e.g., breakfast, lunch, dinner)  LOCAL TRANSPORTATION EXPENSE  Date  Expense Item (e.g., taxi, bus, limo, etc.)  OTHER MISCELLANEOUS EXPENSE  Location (city, state)  *Expense Los Amount  *Expense Los Amount  *Texpense Los Amount  *Note - If used as daily record for A&N expenses, a receipt is required for any single expense \$25 or not Used in lieu of lost receipts only after appropriate attempts have been made to obtain a copy. When use lost registration and lodging receipts, proper justification must be documented.  If, the undersigned, certify that the above account of paid expenses incurred while in authorized office.	nclus	ive Date(s) of	Travel:				
Date Expense Item (e.g., breakfast, lunch, dinner) (city, state) * Cocalion (eity, state)    LOCAL TRANSPORTATION EXPENSE  Expense Item Location *Expense Los Amount (eity, state)    Date Expense Item (e.g., taxi, bus, limo, etc.) (city, state)    OTHER MISCELLANEOUS EXPENSE  Location (eity, state)    *Expense Los Amount    *Expense Los Amount    OTHER MISCELLANEOUS EXPENSE Location (eity, state)    *Note - If used as daily record for A&N expenses, a receipt is required for any single expense \$25 or n Used in lieu of lost receipts only after appropriate attempts have been made to obtain a copy. When use lost registration and lodging receipts, proper justification must be documented.  I, the undersigned, certify that the above account of paid expenses incurred while in authorized office.		2,02,000					
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Date  Expense Item (e.g., taxi, bus, limo, etc.)  OTHER MISCELLANEOUS EXPENSE  Expense Item Location (city, state)  *Expense Los Amount  *Expense Los Amount	·	Date					Lost Rept
Date    Expense   Item   Location   *Expense   Los							
Date    Expense   Item   Location   *Expense   Los	_						
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Used in lieu of lost receipts only after appropriate attempts have been made to obtain a copy. When use lost registration and lodging receipts, proper justification must be documented.  I, the undersigned, certify that the above account of paid expenses incurred while in authorized office.							
I, the undersigned, certify that the above account of paid expenses incurred while in authorized offic travel status is just, correct, and true, and that I am authorized to make claim for reimbursement of same.	Use	ed in lieu of lo	st receipts only after appr	opriate attempts	s have been made to ol	single expense \$2 otain a copy. Who	5 or more.
	I, the travel	undersigned, status is just,	certify that the above accorrect, and true, and that	ccount of paid at I am authorize	expenses incurred whed to make claim for re	nile in authorized eimbursement of s	official same.
Signature Date							