



## 14 CPTS TDY Travel Voucher Receipt Requirements

- Receipts are required to support any claim that meets or exceeds \$75.00
- Regardless of the amount, receipts are always required for the following:
  - Lodging (must also be itemized)
  - Airfare and fees
  - Rental Car (must also be itemized unless the charges are under \$75.00)
  - Excess baggage
  - Shipping of excess baggage (must also include the weight being certified)
- If a receipt is lost or destroyed, a lost receipt statement must be provided.
- Receipt Checklist:
  - Is the receipt legible?
  - Does the receipt show the traveler's name?
  - Does the receipt show the amount charged?
  - Does the receipt match the date of the claim?
  - Does the receipt show the GTC or credit card number charged?
  - Does the receipt show the name of the company or commercial services vendor?
  - If the receipt is for lodging, is it itemized to include daily charges such as taxes?
  - If the receipt is for a conference/registration fee, does it include any deductible meals?
  - If the receipt is missing, does the traveler issue a valid explanation on the lost receipt statement?