

Gillis W. Long Center

Billeting Department / Conference Center

5445 Point Clair Road, Bldg. 37, Carville, LA 70721

Billeting Receipt

Receipt #

Guest Information

Unit/Company/Organization	
Guest Name/Rank	
Address Line 1	
Phone	
Memo	

FOR USPFO Charges: Soldiers Only (orders must be attached)

Per diem authorized? Yes

In IDT/AT Status? Yes

(If in IDT/AT Status, travel must be greater than 50 miles)

Billing Information

Party Responsible For Payment	
Billing Address 1	
Billing Address 2	
Phone	
Class or Activity Name	

Check in Date	Departure Date	Building #	Room #	# of Nights	Misc Charges*
Room Rate	Charge Amount	Paid Amount	Payment Type		Check or Ref #

Memo for Misc Charges:	

Items are inventoried in rooms and guests are subject to charges for any missing or damaged items, such as, but not limited to television, clock radios, towels, linens, microwave/refrigerator combo, phone & coffee pot. All remote controls for televisions will be signed out during check-in and returned before check-out time in Building 37. In Building 26 & 28 remotes can be found in rooms.

I verify that the above is correct, and I have received a remote, if not in Building 37: X _____

Information for Finance:

- Paid by cash
- Paid by check
- Paid by credit card
- To be billed to tenant
- To be billed to USPFO