

SECOND 30-DAY	DATE	LODGING	MEALS	OTHER	TOTAL

Expenses during period _____

Maximum allowance (____ days x \$ ____) _____ Amount _____

Amount claimed

INSTRUCTIONS

- 1. Use this form to support temporary quarters expenses. Note: Temporary quarters must be authorized in advance on the Travel Order (CD-29).
- 2. Record actual expenses. Estimated expenses will not be allowed.
- 3. Record expenses on a *daily* basis for (1) lodging, (2) meals, and (3) all other items of subsistence expenses. Receipts must be obtained to support lodging and laundry and cleaning expenses (*except when coin-operated facilities are used*).
- 4. Explain "other" expenses.
- 5. The amount claimed is for the 30-day period (or part thereof). It makes no difference if the actual allowable expenses incurred in any given day exceed the maximum for that day.
- 6. Claim the lesser of (1) actual expenses or (2) maximum allowance for 30-day period.
- 7. Sign the statement on the form with signature as it appears on the payroll and attach to reimbursement voucher (CD-370).