FORM CD-372 U.S. DEPARTMENT OF COMMERCE		Name	Per diem in travel status ended					
(REV. 3-85) LF DAO-204-1	2-1744.1M2.11				Date		Time	AM PM
EXPENSE RECORD FOR TEMPORARY QUARTERS		Entered temporary quarters		Location	Location of temporary quarters			
		Date	Time AM PM					
		Vacated temporary quarters			lumber in temporary quarters			
REPORTING DATE ON OR AFTER NOVEMBER 14, 1983		Date	Time AM PM	Employee		Family members		
FIRST 30-DAY PERIOD	D DATE	LODGING	MEALS		OTHER	т	OTAL	
								_
Expenses during period								
Maximum allowance	(days x \$)			Amount			
					ount claimed : 30-day period			
				Seco	unt claimed nd 30-day period Reverse)			
				subsisten				
I certify that the subsisten occupancy of temporary quand occupy permanent qua	arters by myself, my family	in the Federal Travel Regulation or both, and that the time spent	ons (FTR), for which in such temporary qu	reimburse uarters wa	s the minimum need	med, were i ded to enabl	e me to c	luring obtain
Signature of employee					Date			

SECOND 30-DAY	DATE	LODGING	MEALS	OTHER	TOTAL			
Expenses during period _								
Mavimum allawara	/ d=:-= ·· f	,						
Maximum allowance (days x \$) Amount								
			_	Ī				
				Amount claimed				
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INSTRUCTIONS

- 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).