

# EXPENSE RECORD FOR TEMPORARY QUARTERS

(See Completion Instructions on Reverse)

1. NAME	2. SOCIAL SECURITY NO.	3. PER DIEM IN TRAVEL STATUS ENDED	4. ENTERED TEMPORARY QUARTERS
		DATE                      TIME                      AM PM	DATE                      TIME                      AM PM
5. LOCATION OF TEMPORARY QUARTERS		6. NUMBER IN TEMPORARY QUARTERS	7. VACATED TEMPORARY QUARTERS
		EMPLOYEE                      FAMILY MEMBERS	DATE                      TIME                      AM PM

8. FIRST 30-DAY PERIOD					9. SECOND 30-DAY PERIOD				
DATE	LODGING	MEALS	OTHER	TOTAL	DATE	LODGING	MEALS	OTHER	TOTAL
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
11					11				
12					12				
13					13				
14					14				
15					15				
16					16				
17					17				
18					18				
19					19				
20					20				
21					21				
22					22				
23					23				
24					24				
25					25				
26					26				
27					27				
28					28				
29					29				
30					30				

8a. ACTUAL EXPENSES ⇒	9a. ACTUAL EXPENSES ⇒
<b>MAXIMUM ALLOWANCES</b>	<b>MAXIMUM ALLOWANCES</b>
8b <b>Computation of Subsistence Allowance</b>	9b <b>Computation of Subsistence Allowance</b>
Employee (# days x daily rate) \$	Employee (# days x daily rate) \$
Spouse (# days x daily rate) \$	Spouse (# days x daily rate) \$
Family members 12 years or older (# days x daily rate) \$	Family members 12 years or older (# days x daily rate) \$
Family members under 12 (# days x daily rate) \$	Family members under 12 (# days x daily rate) \$
8c <b>Maximum Allowance Amount (Total of 8b)</b> \$	9c <b>Maximum Allowance Amount (Total of 9b)</b> \$
8d <b>Total Actual Expenses (Amount from 8a)</b> \$	9d <b>Total Actual Expenses (Amount from 9a)</b> \$
8e <b>Subsistence Claim (First 30 days)</b> (Enter lesser amount from Block 8c or 8d) \$	9e <b>Subsistence Claim (First 30 days)</b> (Enter lesser amount from Block 9c or 9d) \$
10 <b>REMARKS</b>	9f <b>TOTAL SUBSISTENCE CLAIM (Total of 8e and 9e)</b> \$