

**TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)
FOREIGN TRANSFER ALLOWANCE (SE)
WORKSHEET**

DATE	PERSONS		LODGING*		DAILY COST OF MEALS** **			LAUNDRY*		TOTAL DAILY
YR	Emp	Dep	City, State	Cost	Breakfast	Lunch	Dinner	Coin	Other	COST
TOTAL FOR THIS PERIOD										

***Receipts are required for lodging expenses and any single expense of \$75 or more to include any meal expense for one or more individuals.**

**** Indicate in box, type of meal. "C" for commercial "H" for home prepared**

**Note: "Laundry" Coin - cost of washer/dryers, laundry soaps etc.
Other - Dry cleaning expenses**

Use this space for additional explanations (show periods of TDY or other deviations during period of Temporary Quarters)

CLAIM FOR
TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)
FOREIGN TRANSFER ALLOWANCE (SE)
(SUB-VOUCHER)

EMPLOYEE NAME: _____ SSN: _____ GRADE: _____

NEW DUTY STATION: _____ DATE REPORTED FOR DUTY: _____

DATE VACATED OLD RESIDENCE: EMPLOYEE _____ DEPENDENTS _____

DATE OCCUPIED NEW RESIDENCE: EMPLOYEE _____ DEPENDENTS _____

NAME(S) OF DEPENDENT(S) INCLUDED IN CLAIM (Show only eligible members of family included in travel authorization (DD1614)).

INSTRUCTIONS

All expenses will be itemized and only actual expenses claimed. Home meal cost will be accumulated and averaged for all meals prepared at home.

If expenses claimed are for temporary quarters occupied at different locations by the employee and dependent(s), use separate expense itemization sheets for each location. Temporary quarters occupied at other than the old or new duty station location requires approval by the order approving official based on a determination that such occupancy is justified.

If any other claim has been made for temporary quarters expenses in connection with this PCS move, explain. Attach copy of paid voucher if claim has been paid.

If separate claim has been made for PCS travel from old to new duty station, explain. Attach copy of paid voucher if claim has been paid.

If official temporary duty travel was performed during the temporary quarters subsistence expense or foreign allowance reimbursement claim period, explain. Attach copy of paid voucher if claim has been paid.

Occupancy of permanent quarters occurs when the employee or any member of the family starts occupying the permanent quarters.

Receipts are required for lodging expenses and any single expense of \$75 or more to include meal expense for one or more individuals.

Additional Notes:

EMPLOYEE SIGNATURE:

DATE: