

DAY #	Date		COST OF MEALS			FEES & TIPS	COST OF GROCERIES	LAUNDRY AND DRY CLEANING	TOTAL	LODGING	TOTAL EXPENSES FOR THE DAY
	20		BREAKFAST	LUNCH	DINNER						
22											
23											
24											
25											
26											
27											
28											
29											
30											
										Actual Expenses TOTAL	

Note: TQ M&IE may never duplicate TDY M&IE. Please indicate below any TDY performed during dates of TQ claimed:

Dates of TDY

Voucher No. #

INSTRUCTIONS

1) Eligibility Conditions and Limitations. Subsistence expenses of employee, for whom a permanent change of station is authorized or approved, and each eligible member of the immediate family for a period of not more than sixty (60) days, (additional sixty (60) days may be allowed when justified) while necessarily occupying temporary quarters. Use of temporary quarters must begin within thirty (30) days after date employee reports for duty at new official stations, or if not begun during this period, then not later than thirty (30) days from date family vacates residence at old station, but not beyond the maximum time for beginning allowable travel and transportation. Time begins from date employee, spouse, or any immediate family occupies such quarters and shall run concurrently.

2) Allowable items. Reimbursement is allowed only for actual and necessary subsistence expenses incurred which are directly related to occupancy of temporary quarters and are reasonable as to amount and duration.

Allowable subsistence expenses include only charges for meals, lodging, and fees and tips incident thereto, laundry, cleaning and pressing of clothing. Expenses for local transportation incurred for any purpose during occupancy of temporary quarters will not be allowed. Amounts claimed for lodging must be supported by receipts. In addition, receipts are required for allowable cash expenditures in excess of \$75 (301-11.3(C)). Vouchers must be submitted every 30 days at a minimum.

3) Limitations. Reimbursements for occupancy of temporary quarters are allowable for actual subsistence expenses incurred, as defined above, but not in excess of amounts derived from applying the basic formula to the per diem rate afforded by the tabulations for each 30-day period that temporary quarters are necessarily occupied.

A separate form must be prepared for each 30-day period for which reimbursement is being claimed.