



Claim for Subsistence Expenses-
Temporary Quarters

Printed Name of Employee (First, M.I., Last)

Form with fields: Specific Travel Order Number, Social Security No., Address of Official Duty Station, Period Claimed for Temporary Quarters (Date From, To)

Computation of the maximum TQ allowance for the period claimed

BARGAINING

First 10 day period:

Employee: No. of days x daily rate \$ = \$
Spouse: No. of days x daily rate \$ = \$
Dependents: No. of dependents x No. of days x daily rate \$ = \$

Total maximum expenses allowed for First 10 days \$

Second 10 day period:

Employee: No. of days x daily rate \$ = \$
Spouse: No. of days x daily rate \$ = \$
Dependents: No. of dependents x No. of days x daily rate \$ = \$

Total maximum expenses allowed for Second 10 days \$

Third 10 day period:

Employee: No. of days x daily rate \$ = \$
Spouse: No. of days x daily rate \$ = \$
Dependents: No. of dependents x No. of days x daily rate \$ = \$

Total maximum expenses allowed for Third 10 days \$

Total for the three 10 day periods \$

NON BARGAINING

Employee: No. of days x daily rate \$ = \$
Spouse: No. of days x daily rate \$ = \$
Dependents: No. of dependents x No. of days x daily rate \$ = \$

Total maximum expenses allowed \$

PCES

PCES enter actual expenses \$

Claiming lesser of actual or maximum expenses: \$
Personal Calls Home:
Total Claimed:
Differences (SMPD use):
Total verified correct (SMPDC use):
Applied to outstanding advance: ( )
Net to employee (SMPDC use): \$

Signature and Title fields for Employee and Authorized Approving Official

The collection of this information is authorized by 39 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses...

**Actual daily subsistence expenses were incurred as follows. Required receipts for lodging, etc. are attached.**

Day No.	Date	Lodging	Meals	Clothing, Laundry & Cleaning	Total	Personal Phone Calls Home	Day No.	Date	Lodging	Meals	Clothing, Laundry & Cleaning	Total	Personal Phone Calls Home
1							37						
2							38						
3							39						
4							40						
5							41						
6							42						
7							43						
8							44						
9							45						
10							46						
*Subtotal 1st 10 days							47						
11							48						
12							49						
13							50						
14							51						
15							52						
16							53						
17							54						
18							55						
19							56						
20							57						
*Subtotal 2nd 10 days							58						
21							59						
22							60						
23							61						
24							62						
25							63						
26							64						
27							65						
28							66						
29							67						
30							68						
*Subtotal 3rd 10 days							69						
31							70						
32							71						
33							72						
34							73						
35							74						
36							75						
<b>Subtotal</b>							<b>Subtotal</b>						
<b>Actual Days in Temporary Quarters:</b>							<b>GRAND TOTAL</b>						

\*Bargaining Unit employees only