

# CLAIM FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSE REIMBURSEMENT

(Vol 2, JTR, Ch 13)

submit with Travel Voucher or Subvoucher (DD Form 1351-2)

**PRIVACY ACT STATEMENT:** AUTHORITY; Administrative Expense Act of 1946, as amended; and Travel Expense Act of 1949, as amended. PRINCIPAL PURPOSE(S); used for summarizing and claiming daily actual subsistence expenses incurred during occupancy of temporary quarters incident to a transfer. ROUTINE USES; used in connection with DD Form 1351-2, PCS Travel, Civilian Employee. Disclosure of this information is voluntary. The Finance and Accounting Officer will make approximate deductions in amounts of reimbursement for items on which information or documents are not sufficient resulting in possible underpayment.

NAME OF EMPLOYEE

DESIGNATION AND LOCATION  
OF NEW DUTY STATION

NUMBER OF DEPENDENTS INCLUDED IN CLAIM  
(show only eligible members of family included in travel)

DATE EMPLOYEE  
REPORTED FOR  
DUTY AT NEW  
DUTY STATION

DATE PERMANENT QUARTERS AT OLD STATION  
VACATED:

BY EMPLOYEE \_\_\_\_\_

DATE OCCUPANCY OF  
PERMANENT QUARTERS  
BY EMPLOYEE OR ANY  
MEMBER OF FAMILY BEGAN:  
(show earliest date of  
beginning occupancy by either)

BY DEPENDENTS \_\_\_\_\_

## 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 sheet 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 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 quarters expenses, laundry & dry cleaning costs other than when coin operated facilities are used or any single expense exceeding \$25.00. THIS INCLUDES MEALS.

REMARKS OR EXPLANATIONS

EMPLOYEE SIGNATURE

DATE

## DAILY ITEMIZATION OF EXPENSES PAID

	DATE	LODGING LOCATION	COST	NUMBER OF PERSONS		MEAL COST (INCL TIPS*)			LAUNDRY/DRY CLEAN		DAILY TOTAL AMOUNT
				EMPL	DEP	B	L	D	COIN MACH	OTHER	
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2											
3											
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31											
TOTAL											

**\*SHOW FOR EACH MEAL**

'C' IF COMMERCIAL MEAL

"H" FOR EACH HOME PREPARED MEAL

FOR ACCOUNTING OFFICE USE