# ACTUAL EXPENSE ALLOWANCE WORKSHEET

| 1. NAME OF TRAVELER | 2. CODE OF TRAVELER | 3. DATES OF TRAVEL |
|---|---|---|
| | | |

4. DESTINATION OF TRAVEL

**FROM :** **TO:**

| 5. PURPOSE OF TRAVEL | 6. TOTAL AMOUNT REQUESTED |
|---|---|
| | |

## PART I. REQUEST FOR ACTUAL EXPENSE ALLOWANCE

### 7. JUSTIFIABLE REASONS FOR ACTUAL EXPENSE ALLOWANCE

| | |
|---|---|
| ☐ | a. Per diem allowance for travel to above destination(s) is generally adequate, but costs have escalated. (Explain) |
| ☐ | b. Per diem for lodging was not available or was not within a reasonable commuting distance of the TDY point and transportation costs to/from less expensive lodging would consume any savings achieved by occupying less expensive lodging. |
| ☐ | c. Attendance at a conference/meeting located at a specific hotel. |
| ☐ | d. Use of lodging within the Per Diem ceiling would adversely affect the mission. |

**8. Did traveler make lodging reservations though DTS or request assistance from CTO via DTS if lodging is not available within Per diem at TDY location?** ☐ **YES** ☐ **NO**

IF NO, GIVE REASON:

**9. List circumstances that required your staying in the lodging that you chose.**

## PART II. AUTHORIZATION

| 10. SIGNATURE OF IMMEDIATE SUPERVISOR | 11. DATE | 12. SIGNATURE OF DIVISION MANAGER | 13. CODE | 14. DATE |
|---|---|---|---|---|
| | | | | |

DISCUSSION & RECOMMENDATION ( To be completed by Travel Office Only)

☐ Traveler made reservations through DTS. request CTO's assisstance but was not able to obtain lodging within Per Diem. Therefore payment of actual expense is recommended.

☐ Traveler made reservations through DTS but due to circumstances listed above, payment of actual expense is justified recommended.

**15. Actual hotel cost (per night) :**

**16. Lodging Per Diem:**

**17. Cost per night over Per Diem:**

**18. Total reimbursement requested:**

X =

**AUTHENTICATING OFFICIAL (TRAVEL)**

☐ Approved ☐ Not Approved

**Chief Staff Officer, PHD NSWC**