EMAIL FORM

12570

Competency:

Date:

CLAIM FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSES/FOREIGN TRANSFER ALLOWANCE (SE)

This suggested format is for use in summarizing and claiming daily actual subsistence expenses incurred during occupancy of temporary quarters incident to a transfer. Submit with Travel Voucher or Subvoucher (DD Form 1351-2 August 97 revision)

EMPLOYEE NAME (Last, First, MI)	GRADE

DATE REPORTED FOR DUTY (New Station)	DATE TQSE BEGAN

OLD DUTY STATION	NEW DUTY STATION

DATE VACATED OLD RESIDENCE		DATE OCCUPIED NEW RESIDENCE	
Employee	Dependents	Employee	Dependents

NAME OF DEPENDENT(S) INCLUDED IN CLAIM (Show only eligible members of family included in travel authorization (Block #13 of DD form 1614.))

INSTRUCTIONS

All expenses will be itemized and only actual expenses claimed. All grocery receipts are required for any home prepared meals. Personal toiletries, laundry/cleaning supplies, alcoholic beverages or non-consumable items are not reimbursable and should be deducted from grocery receipts. Home meal cost (grocery receipts) should then be accumulated and averaged for all meals prepared at home.

** EACH MEAL MUST BE ANNOTATED WITH EITHER "C" FOR COMMERCIALLY PURCHASED OR "H" FOR HOME PREPARED MEAL.**

If expenses claimed are for temporary quarters occupied at different locations by the employee and dependent(s) separate itemization sheets must be used 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 a house hunting trip claim has been filed a copy of the paid voucher must accompany your temporary quarters claim when submitted.

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

Occupancy of permanent quarters occurs when the employee(s) or any member of the family starts occupying the permanent quarters or when the employee's household goods have been delivered whichever is first.

Receipts are mandatory for lodging expenses. A statement on letterhead with company address and telephone number must accompany lodging receipts. Generic receipts are not acceptable.

Laundry and dry cleaning costs (other than coin operated facilities) as well as any single expense exceeding $75.00 must be accompanied by a receipt

REMARKS OR EXPLANATIONS

SIGNATURE

EMPLOYEE (Printed Name)	DATE	SIGNATURE