

TQSA DAILY ITEMIZATION OF EXPENSES CLAIMED **TQSA**

LODGING: Receipts are required

LOCATION	DAILY COST	DEPN	PERIOD		
			FROM:	TO:	
			FROM:	TO:	

MEAL/LAUNDRY: Receipts are required for Laundry & Dry Cleans **Yen Rate Use Military Banking Rate at:** <http://www.usfi.mil/>

Date	Yen Rate	Lodging		Breakfast		Lunch		Dinner		Laundry & Dry Cleaning		Daily Total	Lodging Total
	¥	Yen	Dollar	Yen	Dollar	Yen	Dollar	Yen	Dollar	Yen	Dollar	\$0.00	\$0.00
	¥1											\$0.00	\$0.00
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TOTAL AMOUNT OF MEAL/LAUNDRY CLAIM												\$0.00	
TOTAL AMOUNT OF LODGING CLAIM													\$0.00
GRAND TOTAL												\$0.00	\$0.00

TQSA claim for
1st 30 days _____
2nd 30 days _____
3rd 30 days _____

I CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT. THIS INFORMATION IS SUBJECT TO AFOSI REVIEW.
FALSIFICATION MAY LEAD TO DISCIPLINARY ACTION, UP TO AND INCLUDING REMOVAL.

SIGNATURE _____ DATE _____

AF Form 3125v1.2 Mar 83 (OVERPRINT AS MODIFIED) GENERAL PURPOSE

Effective (09-01-07

RECEIPTS REQUIREMENTS

Receipts are not required for any single meal, per person that does not exceed those meal rates.

MEAL RATES:

ADULT CHILD (Age 12 and below)**

BREAKFAST: \$6.00 \$5.00

LUNCH: \$10.00 \$6.00

SUPPER: \$15.00 \$10.00

Receipts are required for expenses claimed for TQSA to include lodging, laundry and for any single meal purchase that exceeds the above rates. Claims for meal reimbursements must be for the actual amount of the meals even though receipts are not required at the time the reimbursement worksheet is submitted. In other words, do not submit a claim for an adult for a flat \$6, \$10, and \$15 for each respective meal for each day, etc.

** Adult Meal Rates apply to children whose ages are 13 and older.

I understand that I will claim actual expenses, and receipts are required for meals, per person, that exceed the meal rates shown above.
I further understand that receipts are required for lodging and laundry.

Signature: _____ Date: _____

OFF-BASE TEMPORARY QUARTERS REFERENCE

<u>HOTEL</u>	<u>PHONE NO.</u>	<u>PRICE PER NIGHT</u>	<u>PET ALLOWED</u>
Hamagawa Lodge	936-7139	¥11,000 ~	Yes
Crown Hotel	933-2551	¥8,000 ~	No
Eagle Apartment	936-3651	¥10,000 ~	Yes
Hotel New Century	933-5599	¥9,500 ~	No
Hotel Grand Mer.	931-1500	¥9,500 ~	No

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