

RECEIPTS REQUIREMENTS

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

MEAL RATES:

ADULT CHILD (Age 11 and below)**

BREAKFAST: \$10.00 \$5.00

LUNCH: \$15.00 \$10.00

DINNER: \$20.00 \$10.00

Only actual subsistence expenses incurred, which are reasonable in amount and incident to the occupancy of temporary quarters shall be reimbursed. Estimates and/or flat rates are not authorized. Receipts must be submitted with the dialy expenses claim sheet in order to recieve reimbursement for lodging and laundry. Employees are highly encouraged to maintain documentation and/or receipts for all meals, as the 18th Force Support Squadron, Civilian Personnel Section reserves the right to request documentation for any single meal purchase that exceeds the above "Meal Rates."

** Adult Meal Rates apply to children whose ages are 12 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

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		Landry & Dry Cleaning		Daily Total	Lodging Total
		Yen	Dollar	Yen	Dollar	Yen	Dollar	Yen	Dollar	Yen	Dollar		
12/17/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
12/18/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
12/19/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
12/20/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
12/21/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
12/22/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
12/23/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
12/24/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
12/25/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
12/26/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
12/27/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
12/28/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
12/29/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
12/30/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
12/31/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
1/1/2020	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
1/2/2020	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
1/3/2020	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
1/4/2020	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.00
1/5/2020	¥1		\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$226.00
1/6/2020	¥1		\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$226.00
1/7/2020	¥1		\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$226.00
1/8/2020	¥1		\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$226.00
1/9/2020	¥1		\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$226.00
1/10/2020	¥1		\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$226.00
1/11/2020	¥1		\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$226.00
1/12/2020	¥1		\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$226.00
1/13/2020	¥1		\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$226.00
1/14/2020	¥1		\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$226.00
1/15/2020	¥1		\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$226.00
TOTAL AMOUNT OF MEAL/LAUNDRY CLAIM												\$3,690.00	
TOTAL AMOUNT OF LODGING CLAIM													\$4,633.00
GRAND TOTAL												\$8,323.00	

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

RECEIPTS REQUIREMENTS

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

MEAL RATES:

ADULT CHILD (Age 11 and below)**

BREAKFAST: \$10.00 \$5.00

LUNCH: \$15.00 \$10.00

DINNER: \$20.00 \$10.00

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OFF-BASE TEMPORARY QUARTERS REFERENCE

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Hamagawa Lodge	936-7139	¥11,000 ~	Yes
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TQSA

DAILY ITEMIZATION OF EXPENSES CLAIMED

TQSA

LODGING: Receipts are required

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			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		Landry & Dry Cleaning		Daily Total	Lodging Total
		Yen	Dollar	Yen	Dollar	Yen	Dollar	Yen	Dollar	Yen	Dollar		
1/14/2020	¥107	¥20,484		¥766				¥5,643				\$59.90	\$191.44
1/15/2020	¥107	¥20,484		¥1,032				¥11,510				\$117.21	\$191.44
1/16/2020	¥107	¥20,484		¥410		¥1,040.00						\$13.55	\$191.44
1/17/2020	¥107	¥20,484							\$143.75			\$143.75	\$191.44
1/18/2020	¥107	¥20,484							\$143.75			\$143.75	\$191.44
	¥1											\$0.00	\$0.00
	¥1											\$0.00	\$0.00
	¥1											\$0.00	\$0.00
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	¥1											\$0.00	\$0.00
	¥1											\$0.00	\$0.00
	¥1											\$0.00	\$0.00
	¥1											\$0.00	\$0.00
	¥1											\$0.00	\$0.00
TOTAL AMOUNT OF MEAL/LAUNDRY CLAIM												\$478.16	
TOTAL AMOUNT OF LODGING CLAIM													\$957.20
GRAND TOTAL												\$1,435.36	

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

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