

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

For use of this form, see ER 55-1-2; the proponent agency is CELD-T

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 - 427, 5 U.S.C. Section 301, DoDFMR 7000.14-R, Vol. 9, and E.O. 9397.

**PRINCIPAL PURPOSE(S):** This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims.

**ROUTINE USE(S):** Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, and for any DoD "Blanket Routine Use" as published in the Federal Register.

**DISCLOSURE:** Voluntary; however, failure to furnish the information requested may result in total or partial denial of the amount claimed.

THIS FORM 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.)

EMPLOYEE NAME (Last, First MI.)	SSN	GRADE
NEW DUTY STATION	DATE REPORTED FOR DUTY NEW STATION (YYYYMMDD)	DATE TQSE BEGAN (YYYYMMDD)
DATE VACATED OLD RESIDENCE (YYYYMMDD) EMPLOYEE _____	DATE OCCUPIED NEW RESIDENCE (YYYYMMDD) EMPLOYEE _____	
DEPENDENTS _____	DEPENDENTS _____	

NAME(S) OF DEPENDENT(S) INCLUDED IN CLAIM (Show only eligible members of family included in travel authorization).

**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 POC 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 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 OR ANY MEMBER OF THE FAMILY STARTS OCCUPYING THE PERMANENT QUARTERS.

RECEIPTS ARE REQUIRED FOR QUARTERS EXPENSES, LAUNDRY AND DRY CLEANING COSTS OTHER THAN WHEN COIN OPERATED FACILITIES ARE USED OR ANY SINGLE EXPENSE EXCEEDING \$25.00. IF APPLICABLE, ATTACH COPY OF LEASE.

REMARKS OR EXPLANATIONS

DATE (YYYYMMDD)

SIGNATURE

