

TEMPORARY QUARTERS EXPENSE REPORT

1. EMPLOYEE NAME <i>(First, Middle, Last)</i>	2. TRAVEL AUTHORIZATION NUMBER
---	--------------------------------

3. WHICH 30 DAY INCREMENTS IS THIS CLAIM FOR? *(Check one)*

1st 30 DAYS
 2nd 30 DAYS
 3rd 30 DAYS
 4th 30 DAYS

4. OCCUPANT	NUMBER OF PERSONS	INCLUSIVE DATES	NUMBER OF DAYS	DAILY RATE	MAXIMUM TOTAL ALLOWANCE
EMPLOYEE					
SPOUSE					
OTHER FAMILY MEMBER <i>(12 years or older)</i>					
FAMILY MEMBER <i>(under 12 years)</i>					

TOTAL \$

5. ITEMIZE DAILY EXPENSES ON PAGE 2 OF THIS FORM. ATTACH RECEIPTS FOR LODGING, GROCERIES, LAUNDRY AND DRY CLEANING EXCEPT WHEN COIN OPERATED LAUNDRY OR DRY CLEANING FACILITIES ARE USED AND ANY MEAL COSTING OVER \$25, REGARDLESS OF THE NUMBER OF PEOPLE. IF MEALS ARE TAKEN SEPARATELY, YOU MUST LIST THEM SEPARATELY. ONLY GROCERIES ACTUALLY CONSUMED SHOULD BE INCLUDED.

TOTAL ITEMIZED EXPENSES PAGE 2

\$

6. ENTER THE LESSOR OF THE MAXIMUM TOTAL ALLOWANCE *(Line 4)* OR YOUR TOTAL ITEMIZED EXPENSES *(Line 5)*. ENTER THIS AMOUNT ON THE ACCOMPANYING SF 1012, TRAVEL VOUCHER.

\$

7. LOCATION OF TEMPORARY QUARTERS *(Name of establishment, street address, city, state)*

NOTE: IF EMPLOYEE OCCUPIES TEMPORARY QUARTERS AT ONE LOCATION WHILE MEMBERS OF THE IMMEDIATE FAMILY OCCUPY TEMPORARY QUARTERS IN ANOTHER LOCATION, A SEPARATE GSA 2511 SHOULD BE MAINTAINED FOR EACH LOCATION AND THEN COMBINED INTO A SUMMARY GSA FORM 2511.

REMARKS

PRIVACY ACT OF 1974

In compliance with the Privacy Act of 1974, the following information is provided: Basic authority for requiring the requested information is contained in 5 USC 5701-5733, particularly sections 5721-5733, 30 USC 905 and Executive Order 9397. Disclosure of the data by you is voluntary. The principal purpose for collecting the data is to determine your eligibility for and amount to reimburse you for expenses incurred in connection with permanent change of station travel. Information may be transferred to appropriate Federal, State, or local agencies when relevant to civil, criminal or regulatory investigations or prosecutions. There is no personal liability to you if you do not furnish the requested information; however, we will not be able to reimburse you for your expenses.

INSTRUCTIONS ON COPY 1

DATE	BREAKFAST	LUNCH	DINNER	GROCERIES	LAUNDRY	DRY CLEANING	LODGING	DAILY TOTAL
1.								
2.								
3.								
4.								
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29.								
30.								
TOTALS								

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	TOTAL \$
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