

**9. WORKSHEET**

a. DAY	b. DATE (YYYYMMDD)	c. PERSONS		d. LODGING*		e. MEAL COST (Including tips)					f. LAUNDRY***		g. DAILY TOTAL AMOUNT	
		Emp	Dep	City and State	Cost	** Breakfast	** Lunch	** Dinner	Coin	Other				
1	20190628	1		Durham, NC	73.40	H	9.61	H	9.61	C	24.12			\$ 116.74
2	20190629	1		Durham, NC	73.40	H	9.61	C	10.98	H	9.61			\$ 103.60
3	20190630	1		Durham, NC	73.40	H	9.61	C	18.40	C	9.61			\$ 111.02
4	20190701	1		Durham, NC	71.02	H	9.07	C	10.23	C	29.05			\$ 119.37
5	20190702	1		Durham, NC	71.02	H	9.07	H	9.07	C	23.97			\$ 113.13
6	20190703	1		Durham, NC	71.02	C	7.25	H	9.07	C	12.00			\$ 99.34
7	20190704	1		Durham, NC	71.02	H	9.07	C	12.14	C	32.18			\$ 124.41
8	20190705	1		Durham, NC	71.02	H	9.07	C	10.58	C	15.50			\$ 106.17
9	20190706	1		Durham, NC	71.02	H	9.07	H	9.07	C	25.00			\$ 114.16
10	20190707	1		Durham, NC	71.02	H	9.07	C	6.55	C	21.23			\$ 107.87
11	20190708	1		Durham, NC	71.02	H	9.07	C	13.25	C	7.00			\$ 100.34
12	20190709	1		Durham, NC	71.02	H	9.07	C	7.83	C	23.89			\$ 111.81
13	20190710			TDY										
14	20190711			TDY										
15	20190712			TDY										
16	20190713			TDY										
17	20190714			TDY										
18	20190715	1		Durham, NC	71.02	H	9.07	C	12.98	C	26.90			\$ 119.97
19	20190716			TDY										
20	20190717			TDY										
21	20190718			TDY										
22	20190719			TDY										
23	20190720	1		Durham, NC	71.02	C	12.54	C	9.40	C	15.60			\$ 108.56
24	20190721	1		Durham, NC	71.02	H	9.07	C	11.00	C	29.58			\$ 120.67
25	20190722	1		Durham, NC	71.02	H	9.07	C	14.72	C	15.15			\$ 109.96
26	20190723	1		Durham, NC	71.02	H	9.07	C	7.58	C	12.55			\$ 100.22
27	20190724	1		Durham, NC	71.02	H	9.07	H	9.07	C	23.00			\$ 112.16
28	20190725	1		Durham, NC	71.02	H	9.07	C	13.91	C	10.80			\$ 104.80
29	20190726			TDY										
30	20190727			TDY										
<b>h. TOTALS FOR THIS PERIOD</b>					1,356.52		175.60		205.44		366.74			\$2,104.30

**NOTES:**

\* Receipts are required for lodging expenses and any single expense of \$75.00 or more to include any meal expense for one or more individuals.

\*\* Indicate in box, type of meal. Enter "C" for commercial meals, "H" for home prepared meals.

\*\*\* Laundry: Coin - cost of washer/dryers, laundry soaps, etc. Other - dry cleaning expenses.

**10. EMPLOYEE SIGNATURE**

[Redacted Signature]

**11. DATE (YYYYMMDD)**

**12. REMARKS** (Use this space for additional explanations. Show periods of TDY or other deviations during period of temporary quarters.)