

**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	20190823	1	5	Carmel, IN	149.00		C 21.18							\$ 170.18
2	20190824	1	5	Carmel, IN	149.00	C	122.82			C	213.65			\$ 485.47
3	20190825	1	5	Carmel, IN	149.00	H	23.12	H	23.12	H	23.12			\$ 218.36
4	20190826	1	5	Carmel, IN	149.00			C	29.41	C	54.15			\$ 232.56
5	20190827	1	5	Carmel, IN	149.00			C	20.50	C	68.55			\$ 238.05
6	20190828	1	5	Carmel, IN	149.00			C	9.00	C	57.12			\$ 215.12
7	20190829	1	5	Carmel, IN	149.00			C	34.16	C	49.83			\$ 232.99
8	20190830	1	6	Carmel, IN	149.00			C	17.93	C	264.98			\$ 431.91
9	20190831	1	6	Carmel, IN	149.00			C	17.78	C	174.14			\$ 340.92
10	20190901	1	6	Carmel, IN	149.00	C	22.59	H	33.00	H	33.00			\$ 237.59
11	20190902	1	6	Carmel, IN	149.00	C	95.00	C	92.43	C	145.34			\$ 481.77
12	20190903	1	6	Carmel, IN	149.00			C	24.74	C	104.31			\$ 278.05
13	20190904	1	5	Carmel, IN	149.00	H	33.00	C	26.30	C	91.70			\$ 300.00
14	20190905	1	5	Carmel, IN	149.00				12.82	C	88.70			\$ 250.52
15	20190906	1	5	Carmel, IN	149.00	C	21.15	C	23.14	C	59.78			\$ 253.07
16	20190907	1	5	Carmel, IN	149.00			C	41.29	C	91.53			\$ 281.82
17	20190908	1	5	Carmel, IN	149.00	H	27.93	H	27.93	H	27.93			\$ 232.79
18	20190909	1	5	Carmel, IN	149.00			C	34.53	C	181.62			\$ 365.15
19	20190910	1	5	Carmel, IN	149.00			C	33.75	C	124.56			\$ 307.31
20	20190911	1	5	Carmel, IN	149.00			C	34.04	C	47.12			\$ 230.16
21	20190912	1	5	Carmel, IN	149.00			C	25.00	C	180.18			\$ 354.18
22	20190913	1	5	Carmel, IN	149.00	C	24.16	C	38.17	C	13.73			\$ 225.06
23	20190914	1	5	Carmel, IN	149.00			C	55.91	C	77.47			\$ 282.38
24	20190915	1	5	Carmel, IN	149.00	C	47.70	H	39.20	C	58.34			\$ 294.24
25	20190916	1	5	Carmel, IN	149.00			C	64.82	C	108.74			\$ 322.56
26	20190917	1	5	Carmel, IN	149.00			C	9.00	C	168.48			\$ 326.48
27	20190918	1	5	Carmel, IN	149.00	C	5.54	C	34.70	C	19.62			\$ 208.86
28	20190919	1	5	Carmel, IN	149.00			C	16.64	C	24.17			\$ 189.81
29	20190920	1	6	Carmel, IN	149.00			C	66.13	C	39.40			\$ 254.53
30	20190921	1	6	Carmel, IN	149.00	C	87.28	C	103.09	C	215.26			\$ 554.63
<b>h. TOTALS FOR THIS PERIOD</b>					4,470.00		510.29		1,009.71		2,806.52			\$8,796.52

**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**

**11. DATE (YYYYMMDD)**

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

Dependent C was home from college 08/30-09/03 and 09/20-09/22. Dependent C is authorized on orders.