

**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														
2														
3														
4	20191211	1	2	Milford, CT	194.35									\$ 194.35
5	20191212	1	2	Milford, CT	194.35	C	0.00	C	22.55	C	26.57			\$ 243.47
6	20191213	1	2	Milford, CT	194.35	C	0.00	C	9.00	C	32.60			\$ 235.95
7	20191214	1	2	Milford, CT	194.35	C	0.00	C	16.72	C	32.60			\$ 243.67
8	20191215	1	2	Milford, CT	194.35	C	0.00	C	9.17	H	8.24			\$ 211.76
9	20191216	1	2	Milford, CT	194.35	C	0.00	C	29.18	C	2.29			\$ 225.82
10	20191217	1	2	Milford, CT	194.35	C	0.00	C	13.10	C	6.40			\$ 213.85
11	20191218	1	2	Milford, CT	194.35	C	0.00	C	14.40	C	0.00			\$ 208.75
12	20191219	1	2	Milford, CT	194.35	C	0.00	H	14.91	C	18.32			\$ 227.58
13	20191220	1	2	Milford, CT	194.35	C	0.00	H	14.91	C	18.32			\$ 227.58
14	20191221	1	2	Milford, CT	194.35	C	0.00	C	20.98	C	26.81	20.00		\$ 262.14
15	20191222	1	2	Milford, CT	194.35	C	0.00	H	11.86	C	26.81			\$ 233.02
16	20191223	1	2	Milford, CT	194.35	C	0.00	C	31.82	C	24.67			\$ 250.84
17	20191224	1	2	Milford, CT	194.35	C	0.00	C	28.08	H	12.77			\$ 235.20
18	20191225	1	2	Milford, CT	194.35	H	4.53	H	4.53	H	12.77			\$ 216.18
19	20191226	1	2	Milford, CT	194.35	H	4.53	H	12.77	C	25.43			\$ 237.08
20	20191227	1	2	Milford, CT	194.35	H	4.53	H	12.77	C	16.73			\$ 228.38
21	20191228	1	2	Milford, CT	194.35	H	4.53	H	12.77	C	20.24			\$ 231.89
22	20191229	1	2	Milford, CT	194.35	H	4.53	H	12.77	H	12.77			\$ 224.42
23	20191230	1	2	Milford, CT	194.35	H	7.82	H	16.06	C	16.28			\$ 234.51
24	20191231	1	2	Milford, CT	194.35	H	7.82	H	16.06	H	7.82			\$ 226.05
25	20200101	1	2	Milford, CT	194.35	C	3.77	C	35.13	H	8.24	20.00		\$ 261.49
26	20200102	1	2	Milford, CT	194.35	C	0.00	C	7.00	C	28.50			\$ 229.85
27	20200103	1	2	Milford, CT	194.35	C	0.00	C	13.03	C	28.50			\$ 235.88
28	20200104	1	2	Milford, CT	194.35	C	0.00	C	24.87	C	24.90			\$ 244.12
29	20200105	1	2	Milford, CT	194.35	C	0.00	C	2.68	C	24.90			\$ 221.93
30	20200106	1	2	Milford, CT	194.35	C	0.00	C	25.61	C	21.77			\$ 241.73
<b>h. TOTALS FOR THIS PERIOD</b>					5,247.45		42.06		432.73		485.25	40.00		\$6,247.49

**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)**

[Redacted Date]

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

Groceries were purchased on 12 Dec 2019 for an amount of \$49.92. These groceries were used for home-cooked meals on 15, 19, 20, and 22 Dec 2019.

Groceries were purchased on 16, 20, and 21 Dec for a total of \$65.92. These groceries were used for 8 home-cooked meals eaten on days whenever \$8.24 or \$12.77 is shown (24 Dec - 1 Jan). Groceries were also purchased on 24 Dec for \$58.89, which were used for 13 meals eaten on days which show total of \$12.77 and \$4.53.

Groceries were purchased on 30 Dec for \$23.46 and used for three meals at \$7.82 each on 30 and 31 Dec.