

**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	20191114	1		Anchorage, Alaska	77.50	C	20.75	C	24.00	C	50.00			\$ 172.25
2	20191115	1		Anchorage, Alaska	77.50	C	19.50	C	27.00	C	47.00			\$ 171.00
3	20191116	1		Anchorage, Alaska	77.50	C	18.88	C	24.80	C	51.00			\$ 172.18
4	20191117	1		Anchorage, Alaska	77.50	C	20.00	C	26.35	C	48.65			\$ 172.50
5	20191118	1		Anchorage, Alaska	77.50	C	21.16	C	21.00	C	52.00			\$ 171.66
6	20191119	1		Anchorage, Alaska	77.50	C	24.00	C	23.50	C	46.00			\$ 171.00
7	20191120	1		Anchorage, Alaska	77.50	C	20.67	C	32.50	C	41.00			\$ 171.67
8	20191121	1		Anchorage, Alaska	77.50	C	21.89	C	31.10	C	41.63			\$ 172.12
9	20191122	1		Anchorage, Alaska	77.50	C	17.00	C	28.00	C	50.00			\$ 172.50
10	20191123	1		Anchorage, Alaska	77.50	C	18.25	C	26.00	C	49.75			\$ 171.50
11	20191124	1		Anchorage, Alaska	77.50	C	19.00	C	22.00	C	53.00			\$ 171.50
12	20191125	1		Anchorage, Alaska	77.50	C	15.80	C	26.78	C	52.00			\$ 172.08
13	20191126	1		Anchorage, Alaska	77.50	C	22.00	C	25.50	C	47.00			\$ 172.00
14	20191127	1		Anchorage, Alaska	77.50	C	21.45	C	27.30	C	46.00			\$ 172.25
15	20191128	1		Anchorage, Alaska	77.50	C	20.53	C	23.00	C	51.00			\$ 172.03
16	20191129	1		Anchorage, Alaska	77.50	C	16.79	C	29.00	C	49.00			\$ 172.29
17	20191130	1		Anchorage, Alaska	77.50	C	18.35	C	31.00	C	45.00			\$ 171.85
18	20191201	1		Anchorage, Alaska	0.00	C	17.45	C	33.00	C	44.00			\$ 94.45
19	20191202	1		Anchorage, Alaska	0.00	C	20.00	C	15.29	C	57.78			\$ 93.07
20	20191203	1		Anchorage, Alaska	0.00	C	22.97	C	25.00	C	47.00			\$ 94.97
21	20191204	1		Anchorage, Alaska	0.00	C	17.45	C	28.00	C	49.00			\$ 94.45
22	20191205	1		Anchorage, Alaska	0.00	C	19.18	C	25.00	C	49.50			\$ 93.68
23	20191206	1		Anchorage, Alaska	0.00	C	20.74	C	24.00	C	48.00			\$ 92.74
24	20191207	1		Anchorage, Alaska	0.00	C	23.00	C	20.00	C	51.00			\$ 94.00
25	20191208	1		Anchorage, Alaska	0.00	C	18.37	C	28.18	C	48.23			\$ 94.78
26	20191209	1		Anchorage, Alaska	0.00	C	16.00	C	24.50	C	54.00			\$ 94.50
27	20191210	1		Anchorage, Alaska	0.00	C	21.00	C	26.33	C	47.50			\$ 94.83
28	20191211	1		Anchorage, Alaska	0.00	C	19.50	C	23.00	C	51.00			\$ 93.50
29	20191212	1		Anchorage, Alaska	0.00	C	22.00	C	25.00	C	47.00			\$ 94.00
30	20191213	1		Anchorage, Alaska	0.00	C	21.33	C	23.00	C	51.00			\$ 95.33
<b>h. TOTALS FOR THIS PERIOD</b>					1,317.50		595.01		769.13		1,465.04			\$4,146.68

**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.)

Lodging reimbursement terminated after 30 November 2019. Beginning 1 December 2019; I resided with a family member.