

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	20191125	1	1	San Juan, PR	96.20			C	127.13			\$ 223.33	
2	20191126	1	1	San Juan, PR	133.18	C	9.77	C	15.54	C	19.37	\$ 177.86	
3	20191127	1	1	San Juan, PR	133.18	C	21.40	C	29.13	C	96.19	\$ 279.90	
4	20191128	1	1	Aguadilla, PR	85.00	C	38.00	C	64.57	C	44.90	\$ 232.47	
5	20191129	1	1	Aguadilla, PR	85.00	C	39.47	C	60.30	C	72.94	\$ 257.71	
6	20191130	1	1	Aguadilla, PR	85.00	C	70.65	C	71.61	C	53.19	\$ 280.45	
7	20191201	1	1	Aguadilla, PR	85.00					C	71.19	\$ 156.19	
8	20191202	1	1	Aguadilla, PR	85.00							\$ 85.00	
9	20191203	1	1	Aguadilla, PR	85.00					C	12.45	\$ 97.45	
10	20191204	1	1	Aguadilla, PR	85.00			C	27.13	C	40.98	\$ 153.11	
11	20191205	1	1	Aguadilla, PR	85.00					C	24.11	\$ 109.11	
12	20191206	1	1	Aguadilla, PR	85.00			C	30.55	C	68.51	\$ 184.06	
13	20191207	1	1	Aguadilla, PR	85.00	C	12.98	C	71.26			\$ 169.24	
14	20191208	1	1	Aguadilla, PR	85.00							\$ 85.00	
15	20191209	1	1	Aguadilla, PR	85.00			C	45.08			\$ 130.08	
16	20191210	1	1	Aguadilla, PR	85.00							\$ 85.00	
17	20191211	1	1	Aguadilla, PR	85.00					C	64.14	\$ 149.14	
18	20191212	1	1	Aguadilla, PR	85.00			C	22.70			\$ 107.70	
19	20191213	1	1	Aguadilla, PR	85.00					C	20.78	\$ 105.78	
20	20191214	1	1	Aguadilla, PR	85.00							\$ 85.00	
21	20191215	1	1	Aguadilla, PR	85.00	C	27.40	C	43.66	C	82.56	\$ 238.62	
22	20191216	1	1	Aguadilla, PR	85.00							\$ 85.00	
23	20191217	1	1	Aguadilla, PR	85.00	C	11.07	C	13.80			\$ 109.87	
24	20191218	1	1	Aguadilla, PR	85.00	C	49.00	C	50.37	C	60.47	\$ 244.84	
25	20191219	1	1	Aguadilla, PR	85.00	C	15.58	C	24.45	C	4.29	\$ 129.32	
26	20191220	1	1	Aguadilla, PR	85.00					C	62.48	\$ 147.48	
27	20191221	1	1	Aguadilla, PR	85.00	C	6.68					\$ 91.68	
28	20191222	1	1	Aguadilla, PR	85.00							\$ 85.00	
29	20191223	1	1	Aguadilla, PR	85.00	C	53.80	C	38.51	C	71.76	\$ 249.07	
30	20191224	1	1	Aguadilla, PR	85.00					C	61.96	\$ 146.96	
h. TOTALS FOR THIS PERIOD					2,657.56		355.80		608.66		1,059.40		\$4,681.42

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.)

This is for first 30 days of TQSE.