

**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	20200514	1	3	Bellevue, WA	355.96	C	27.25	C	48.76	C	36.80			\$ 468.77
2	20200515	1	3	Bellevue, WA	355.96	C	32.70	C	36.12	C	58.70			\$ 483.48
3	20200516	1	3	Bellevue, WA	355.96	C	29.16	C	17.15	C	91.40			\$ 493.67
4	20200517	1	3	Bellevue, WA	807.99	C	38.72	C	54.55	C	82.92		53.75	\$1,037.93
5	20200518	1	3	Honolulu, HI	791.84	C	62.15	C	53.68	C	59.17			\$ 966.84
6	20200519	1	3	Honolulu, HI	791.84	C	42.98	C	25.00	C	81.16			\$ 940.98
7	20200520	1	3	Honolulu, HI	791.84	C	35.00	C	59.70	C	48.76			\$ 935.30
8	20200521	1	3	Honolulu, HI	791.84	C	28.75	C	44.53	C	80.67			\$ 945.79
9	20200522	1	3	Honolulu, HI	791.84	C	14.75	C	31.36	C	63.70			\$ 901.65
10	20200523	1	3	Honolulu, HI	791.84	C	86.22	C	23.15	C	75.81			\$ 977.02
11	20200524	1	3	Honolulu, HI	791.84	C	58.70	C	32.23	C	65.30			\$ 948.07
12	20200525	1	3	Honolulu, HI	791.84	C	36.20	C	48.00	C	66.02			\$ 942.06
13	20200526	1	3	Honolulu, HI	791.84	C	23.94	C	34.93	C	58.09			\$ 908.80
14	20200527	1	3	Honolulu, HI	791.84	C	39.85	C	23.83	C	174.40			\$1,029.92
15	20200528	1	3	Honolulu, HI	791.84	C	50.54	C	24.80	C	99.88			\$ 967.06
16	20200529	1	3	Honolulu, HI	791.84	C	22.75	C	38.85	C	48.98			\$ 902.42
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<b>h. TOTALS FOR THIS PERIOD</b>					11,377.95		629.66		596.64		1,191.76		53.75	13,849.76

**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.)