TQSA Actual Expense Worksheet (DSSR 120)

This worksheet may be used to record information used to claim this allowance on the SF-1190. Employees must submit lodging receipts. They must also submit a certified statement of daily meal laundry and dry cleaning expenses. Submit separate claims for each 30 day period.

11. Employee Name (Last, First, Middle initial)

12. List Foreign Currency (indicated by "fc") or U. S. Dollar amount paid. List exchange rate used under "Remarks".

Date	(A) Lodging	(B) Per Day Meal/Laundry/Dry Cleaning Statement	(C) Total per day (A+B)	(D) Maximum daily family rate (page 1)	(E) Maximum daily allowable (Lesser of C or D)
Total allowable expenses claimed this period					

13. Remarks

TQSA SHALL NOT BE PAID WITH POST ALLOWANCE AND MAY BE PAID WITH LQA IN LIMITED CIRCUMSTANCES (DSSR 124.1A). REIMBURSEMENTS ARE LIMITED TO ACTUAL EXPENSES INCURRED UP TO THE MAXIMUMS.

14. Employee Statement: I am attaching receipts for lodging and commercial laundry and dry cleaning expenses claimed above. I certify that the meal costs and coin-operated laundry/dry cleaning expenses are accurate.

Employee's Signature   Date