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12/14/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113.	
12/15/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113	
12/16/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113	
12/17/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113	
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12/28/2019	¥1		\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$113	
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## RECEIPTS REQUIREMENTS

Receipts are not required for any single meal, per person that does not exceed those meal rates.

**MEAL RATES:** 

ADULT CHILD (Age 11 and below)\*\*

BREAKFAST: \$10.00 \$5.00 LUNCH: \$15.00 \$10.00 DINNER: \$20.00 \$10.00

Only actual subsistence expenses incurred, which are reasonable in amount and incident to the occupancy of temporary quarters shall be reimbursed. Estimates and/or flat rates are not authorized. Receipts must be submitted with the dialy expenses claim sheet in order to recieve reimbursement for lodging and laundry. Employees are highly encouraged to maintain documentation and/or receipts for all meals, as the 18th Force Support Squadron, Civilian Personnel Section reserves the right to request documentation for any single meal purchase that exceeds the above "Meal Rates."

I understand that I will claim actual expenses, and receipts are required for meals, per person, that exceed the meal rates shown above. I further understand that receipts are required for lodging and laundry.

# OFF-BASE TEMPORARY QUARTERS REFERENCE

<u>HOTEL</u>	PHONE NO.	PRICE PER NIGHT	PET ALLOWED
Hamagawa Lodge	936-7139	¥11,000 ~	Yes
Crown Hotel	933-2551	¥8,000 ~	No
Eagle Apartment	936-3651	¥10,000 ~	Yes
Hotel New Century	933-5599	¥9,500 ~	No
Hotel Grand Mer.	931-1500	¥9,500 ~	No

<sup>\*\*</sup> Adult Meal Rates apply to children whose ages are 12 and older.

LOCATION					DAILY COST			DI	EPN	PERIOD			
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12/18/2019			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
12/19/2019			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
12/20/2019			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
12/21/2019			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
12/22/2019			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
12/23/2019			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
12/24/2019			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
12/25/2019			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
12/26/2019			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
12/27/2019			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
12/28/2019			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
12/29/2019			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
12/30/2019			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
12/31/2019			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
1/1/2020			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
1/2/2020			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
1/3/2020			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
1/4/2020			\$113.00		\$20.00		\$30.00		\$40.00			\$90.00	\$1
1/5/2020			\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$2
1/6/2020			\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$2
1/7/2020			\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$2
1/8/2020			\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$2
1/9/2020			\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$2
1/10/2020			\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$2
1/11/2020			\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$2
1/12/2020			\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$2
1/13/2020			\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$2
1/14/2020			\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$2
1/15/2020	¥1		\$226.00		\$40.00		\$60.00		\$80.00			\$180.00	\$2
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SIGNATURE

AF Form 3125v1.2 Mar 83 (OVERPRINT AS MODIFIED)

GENERAL PURPOSE

DATE

## RECEIPTS REQUIREMENTS

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ADULT CHILD (Age 11 and below)\*\*

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