

**Foreign Transfer Allowance Subsistence Expense (FTASE)**

This format is for use in summarizing and claiming daily actual subsistence expenses incurred during occupancy of temporary quarters incident to a transfer.

**CLAIM FOR:** Foreign Transfer Allowance Subsistence Expense (FTASE)  
Submit with Travel Voucher or Subvoucher (DD Form 1351-2)

<b>Employee Name:</b>	<b>SSN:</b>	<b>Grades:</b>
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<b>Date Reported for Duty:</b>	<b>Date FTASE Began:</b>
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**New PDS:**

<b>Date Vacated Old Residence:</b> <b>Employee:</b> _____ <b>Dependents:</b> _____	<b>Date Occupied in New Residence:</b> <b>Employee:</b> _____ <b>Dependents:</b> _____
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**Name(s) of Dependent(s) Included in Claim:**  
(Show only eligible members of family included in travel authorization)

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

**INSTRUCTIONS:**

1. All expenses are to be itemized and only actual expenses claimed. Home meal cost is accumulated and averaged for all meals prepared at home.
2. If claimed expenses are for temporary quarters occupied at different locations by the employee and dependent(s), use separate expense itemization sheets for each location. Payment for temporary quarters occupied at other than the old or new PDS location must be justified to, and approved by, the order-issuing official.
3. If other claims are made for temporary quarters expenses in connection with this PCS move, explain. Attach copies of vouchers for paid claims.
4. If a separate claim was made for PCS travel from old to new PDS, explain. Attach copies of vouchers for paid claims.
5. If official TDY was performed during the FTASE reimbursement claim period, explain. Attach copies of vouchers for paid claims.
6. Occupancy of permanent quarters occurs when the employee or any member of the family occupies the permanent quarters.
7. Receipts are required for quarters expenses, laundry, and cleaning costs (other than when coin operated facilities are used) or any single expense of \$75 or more. If applicable, attach copy of lease.

**Remarks or Explanations:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

