# Schedule of Daily Expenses while Occupying Temporary Quarters

**U.S. Department of Housing and Urban Development**

In compliance with the Privacy Act of 1974, the following information is provided: Basic authority for requiring the requested information is contained in 5 USC 5701-5733, particularly Sections 5721-5733, and 20 USC 905. Disclosure of the data by you is voluntary. The principal purpose for collecting the data is to determine the amount to reimburse you for expenses incurred in connection with a change of official station move. The information may be transferred to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. There is no personal liability to you if you do not furnish the requested information; however, we shall not be able to reimburse you for expenses.

| Travel Authorization Number | Traveler's Last Name | Social Security Number |
|---|---|---|
| | | |

Attach to HUD-21007. Include receipts for lodging, groceries*, laundry, and drycleaning, except when coin-operated laundry or drycleaning facilities are used. Inlieu of receipts for the use of coin-operated facilities, itemize such expenses in "Remarks" on the HUD-21007. If no lodging costs are incurred, explain fully the basis of claim for other expenses.

| Date | Cost of Meals | | | | | Cost of Groceries* | Cost of Laundry and Drycleaning | Cost of Lodging | Total Expenses for Day/Period |
|---|---|---|---|---|---|---|---|---|---|
| | Breakfast | Lunch | Dinner | Fees & Tips | Total | | | | |
| 1. | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
| 6. | | | | | | | | | |
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| 20. | | | | | | | | | |
| 21. | | | | | | | | | |
| 22. | | | | | | | | | |
| 23. | | | | | | | | | |
| 24. | | | | | | | | | |
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| 26. | | | | | | | | | |
| 27. | | | | | | | | | |
| 28. | | | | | | | | | |
| 29. | | | | | | | | | |
| 30. | | | | | | | | | |
| | | | | | Totals | | | | |

*Only the cost of groceries actually consumed may be claimed.
Copy 1 to Accounting (attach to original voucher); Copy 2 to Accounting (attach to first copy of voucher); Copy 3 to Accounting (attach to 2nd copy of voucher); Copy 4 to Originating Office; Copy 5 to Traveler