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(Print & Sign name clearly)

MEMORANDUM OF RECORD FOR CIVMAR SUBSISTENCE AND QUARTERS REQUEST

FROM: _____
(CIVMAR - Print Name)

TO: MILITARY SEALIFT FLEET SUPPORT COMMAND

SUBJ: REQUEST FOR SUBSISTENCE AND QUARTERS (S&Q)

1. I certify I am not on travel orders. I do not live or maintain any residence within the local commuting area as determined by the CSU Site Manager, TC Directors, or Marine Employment Division Director, as appropriate, and am requesting Cash in Lieu of Subsistence and/or Quarters for the following dates.

DAY	DATE	ENTITLED (Y/N)	COMMENTS
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

2. I am providing the following information to assist you in processing my claim.

Last 4-SSN _____

Perm Position _____ Perm Coast _____

Hotel _____ Room # _____

Training Class Attended _____

3. I understand that MSFSC will only use this information to make a determination as to my entitlement for S&Q. I further understand that if I knowingly submit a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729) that there are possible severe criminal and civil penalties.

Sign _____

Date _____

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