

**MEMORANDUM OF RECORD FOR CIVMAR SUBSISTENCE AND QUARTERS REQUEST**

**FROM:** \_\_\_\_\_  
 Last Name First Name

**TO:** MILITARY SEALIFT COMMAND

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

1. I certify I am not claiming per diem via 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 Director, as appropriate, and am requesting Cash in Lieu of Subsistence and/or Quarters for the following dates.

DAY	DATE	COMMENTS
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

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

Hotel _____	Room# _____
----- <i>OR</i> -----	
Local Address _____	

Perm Position \_\_\_\_\_ Perm Coast \_\_\_\_\_ Training Class Attended \_\_\_\_\_

3. I understand that MSC 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 I may be subject to severe criminal and civil penalties.

Sign \_\_\_\_\_ Date \_\_\_\_\_

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