Claim for Reimbursement of Subsistence Expenses while Occupying Temporary Quarters

U.S. Department of Housing and Urban Development

HUD-21007-A, Schedule of Daily Expenses, must be attached

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.

Employee's Name			Social Security Number	Date Service Agreement Signed	Location
Travel Order Number	Date	Organization Employee Transferred To		Date Reported at New Official Station	☐ Headquarters ☐ Region No.

Summary of Reimbursements Claimed

Time Periods	Inclusive Dates	Per Diem Rate: Employee	Per Diem Rate: Immediate Family: Number of Persons	Per Diem Rate: Immediate Family: Rate	1. Maximum Total Allowance (from HUD-21006)	2. Actual Expenses	Amount Claimed (lesser of 1. or 2.)
First 30 days		$		$	$	$	$
Over 30 days		$		$	$	$	$
Total					$	$	$

Persons and Period Covered by Claim

Name (List employee on first line)	Relationship to employee	Temporary Subsistence Period: Beginning: Date	Beginning: Hour	Ending: Date	Ending: Hour	Location of Temporary Quarters (Street, City, State)
	Self					

Remarks

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

Replaces HUD-25-D which is obsolete

form **HUD-21007** (10/83)
ref. Handbook 2300.2