



Certification of Per Diem Travel Allowance Eligibility

I, _____ certify that I have and maintain a permanent tax home and the following is my permanent tax home address:

Street & Number:

City, State & Zip:

I understand that my eligibility for per diem travel allowance is contingent upon my incurring duplicate living expenses by the maintenance of a permanent tax home that is not in commutable distance (generally a distance greater than fifty (50) miles and requires an overnight stay) from the facility at which I am assigned to work and that I maintain a temporary residence nearer my place of work. I am aware that by moving my permanent residence to a point that is commutable (generally closer than fifty (50) miles) to the facility at which I am assigned or abandoning my temporary living quarters, my travel allowance will be subject to immediate review and discontinued if eligibility cannot be reestablished.

As proof of location of my permanent tax home, I hereby submit a copy of (choose one):

- 1) current driver's license
- 2) current motor vehicle registration
- 3) current utility bill
- 4) residential lease
- 5) voter registration
- 6) signed resident tax return (current)

My temporary address is:

Street & Number:

City, State & Zip:



Certification of Per Diem Travel Allowance Eligibility (continued)

I acknowledge that I have received and read the **Per Diem, Housing and Mileage Benefits** rules. I further agree to notify ATC at once in writing of any change in the status of either my permanent tax home or temporary residence, giving new addresses when applicable.

Print Name

Signature

Date

This certification **must be completed** and returned to the ATC office prior to the commencement of the current assignment. If this certification is not executed and returned to ATC prior to the start of the assignment, the Employee will incur taxable income charges equal to the per diem travel allowance.