



HUMAN RESOURCES OFFICE

"PROVIDING HR SERVICES THAT ENABLE THE FLEET"

Fact Sheet

TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE

The temporary quarters subsistence allowance (TQSA) is intended to assist in covering the average cost of adequate but not elaborate or unnecessarily expensive accommodations in a hotel, pension, or other transient-type quarters at the post of assignment, plus reasonable meal and laundry expenses for a period not in excess of 90 days after first arrival at a new post of assignment in a foreign area, ending with the occupation of residence quarters if earlier, or 30 days immediately preceding final departure from the post following necessary vacating of residence quarters.

REGULATION: Department of State Standardized Regulations (DSSR), Section 120:
http://aoprals.state.gov/content.asp?content_id=239&menu_id=81

ELIGIBILITY: Individuals eligible to receive LQA who are conducting a PCS move.

REQUIREMENTS:

1. First arrival at post: TQSA commences on first arrival at permanent duty station and ends as of the earliest of the following dates:

- a. On the 91st day following first arrival of the employee or family member, if earlier unless an extension has been granted by the head of the agency.
- b. The date temporary quarters are no longer occupied
- c. The date of occupancy of residence (permanent) quarters
- d. The date of the employee's departure or the date of departure of family members if later, under transfer orders. Where the employee's departure for transfer precedes that of family members, the TQSA at his/her previous post shall not extend beyond the date immediately preceding the date of arrival at his/her new post.
- e. The date of separation from a Federal agency.

2. Final departure from post: TQSA upon final departure from post is not automatic. Head of agency must determine that it is necessary for an employee to occupy Temporary Quarters before final departure from post. The agency head or designee may authorize the grant of TQSA for up to five days prior to the termination of the grant of living quarters allowance if such agency head or designee determines that it is necessary for the employee to vacate existing quarters in order to meet lease requirements for cleaning and repair.

TQSA on final departure from post ends of the earliest of the following dates:

- a. On the 31st day following commencement of the grant unless an extension is authorized under Section 122.2 by the head of agency;
- b. The date expenses for temporary lodging are no longer incurred
- c. The date of the employee's departure, or the date of departure of family members if later, under transfer orders. Where the employee's departure for transfer precedes that of family members, the temporary quarters subsistence allowance at the previous post shall not extend beyond the date preceding the date of the arrival of the new employee at the new post.
- d. The date of separation from a Federal agency.

(continued on reverse)

MAXIMUM TQSA RATES: All rates stated below are based on the Foreign Per Diem rate listed by the Department of State.

- 1st 30 days: Initial occupant (employee or family member age 12 or over) – NTE 75% of the per diem rate
Each additional occupant age 12 or over – NTE 50% of the per diem rate
Each additional occupant under age 12 – NTE 40% of the per diem rate
- 2nd 30 days: Initial occupant (employee or family member age 12 or over) – NTE 65% of the per diem rate
Each additional occupant age 12 or over – NTE 45% of the per diem rate
Each additional occupant under age 12 – NTE 35% of the per diem rate
- 3rd 30 days: Initial occupant (employee or family member age 12 or over) – NTE 55% of the per diem rate
Each additional occupant age 12 or over – NTE 40% of the per diem rate
Each additional occupant under age 12 – NTE 30% of the per diem rate

PROCESS: Claims for TQSA reimbursement must contain the following:

1. SF-1190 Form – Foreign Allowances Application, Grant & Report.
2. Statement of Expenses for TQSA form,
3. Receipts for any meals above the flat rates stated on the Statement of Expenses for TQSA form.
4. Receipts for any lodging expenses incurred.
5. Receipts for any dry cleaning expenses.

TQSA claims will be processed and submitted to DFAS for payment in 5-7 working days after receipt by HRO. DFAS payment disbursements can take up to 2 weeks from the date of receipt from HRO.

(Current as of March 2010)