

FOR OUTBOUND EMPLOYEES
Regarding Temporary Quarters Subsistence Allowance

Your TQSA entitlement is based on the post where your command is officially located and the number of dependents. Upon completion, TQSA will be reimbursed to you in lump sum from payroll office either by check to your forwarding address or EFT to the account.

TQSA covers the expenses for temporary lodging, meals (fees and tips), dry cleaning and laundry (both professionally cleaned and personally cleaned) **while you are at the post of assignment.** This is designed to cover substantially all average allowable costs for suitable, adequate temporary quarters and reasonable period of your stay. It is not intended to reimburse 100 percent of all your expenses.

At the time of reconciliation, if receipts are not submitted for meals, the following average meal costs (includes gratuity) will be used for each adult and child, and are based on average prices at on-base eating facilities:

	Breakfast	Lunch	Dinner	
Adult	\$6.00	\$10.00	\$20.00	
Child (under 12)	\$4.00	\$7.00	\$15.00	Rates are effective April 1, 2001

There will be no exceptions to this rule. The claims that will be accepted without receipts are coins used for washing machines and dryers not exceeding \$2.00 per person per 2-day period. Claims for transportation to and from your workplace comfort items, movie rentals, or telephone calls (including work-related calls) **WILL NOT BE COVERED UNDER TQSA. YOU CANNOT RECEIVE POST ALLOWANCE WHILE YOU ARE RECEIVING TQSA.**

Depending upon whether you are in government quarters or residing off-base, your period of TQSA eligibility may vary. Per local instruction, TQSA is normally granted to on-base residents for only one day. Off-base residents who must vacate private quarters may be entitled to a slightly longer period, 5-7 days, but must coordinate their shipment of Household Goods and transportation so that a minimum period of TQSA is authorized prior to departure.

Date of moving to temporary lodging: _____
Date of leaving off-base / on-base housing: _____
Departure date: _____

Signature: _____ / Date: _____

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