



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

17 Mar 2022

MEMORANDUM FOR ELIGIBLE APPROPRIATED FUND CIVILIANS

FROM: 718 FSS/FSC

SUBJECT: Temporary Quarters Subsistence Allowance (TQSA) Policy

1. The Department of State Standardized Regulations (DSSR) prescribes regulations defining the payment of allowances and differentials to federal civilian employees assigned to foreign areas. The DSSR, specifically Section 120 authorize TQSA payments to reimburse eligible civilian employees for reasonable costs of temporary quarters, meals, and laundry expenses.
2. This policy applies to all appropriated fund civilians assigned to Kadena AB, to include those in outlying overseas locations who are serviced by the Kadena Civilian Personnel Flight.
3. Employees are responsible for complying with the provisions of this policy and submitting requests for TQSA using a signed and dated Foreign Allowances Application, Grant and Report (SF-1190), the daily meal expenses claim sheet, and receipts. All requests for TQSA shall be completed honestly, accurately, and in good faith.
4. 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 or other transient-type quarters at the post of assignment, plus reasonable meal and laundry expenses that an employee incurs after initial arrival at a foreign post or prior to departure from a foreign post. Employees will only be reimbursed the lesser of either the actual amount of allowable expenses or the applicable TQSA per diem rate as outlined in the Joint Travel Regulation (JTR) and DSSR. Costs exceeding the amount allowed will be at the employee's expense.
5. Only actual subsistence expenses incurred, which are reasonable in amount and incident to the occupancy of temporary quarters, shall be reimbursed. This limits TQSA to those meal expenses you incur over and above what your normal expenses would be, were it not for the fact that you are in temporary quarters. For example, TQSA will normally only cover breakfast, lunch and dinner. Sodas, candy bars, and other snacks eaten throughout the day are not incident to occupying temporary quarters; consequently, it is inappropriate to include the cost of those items in your claim.
6. The initial TQSA eligibility period for a qualifying employee shall commence at arrival when one of the applicable events identified in DSSR Section 123.1 occurs, and the period shall not exceed 90 consecutive days. The commencement at arrival TQSA eligibility period shall terminate on the 91st consecutive day following the first arrival of the qualifying employee or family member, if earlier, unless and extension is authorized. The commencement at arrival TQSA eligibility period shall also terminate before the end of the 90-day commencement at arrival TQSA eligibility period when one of the applicable events in DSSR Subsections 123.2b-e occurs.
7. Upon receipt of a written request to extend the 90-day commencement at arrival TQSA eligibility period, the Civilian Personnel Officer, or his/her designee may extend the commencement at arrival TQSA eligibility period for an additional 60 days. In either case, any extended TQSA eligibility period

shall also terminate before the end of the extension period when one of the applicable events identified in DSSR Subsections 123.2b-e occurs. Requests for providing TQSA beyond the eligibility period must be submitted to the group email inbox, 718FSS.Civilian.USEMR@us.af.mil, for review and approval. The request must include specific, compelling justification and/or reasons outside the employee's control.

8. Outbound TQSA is authorized up to 30 days unless an extension has been approved in advance. The eligibility period shall terminate when one of the applicable events identified in DSSR Subsection 124.2b-d occurs.

9. Employees may not receive TQSA while in an approved leave status. TQSA is not authorized for vacation purposes.

10. Receipts must be submitted with the daily expenses claim sheet in order to receive reimbursement for lodging and laundry. Receipts are not required for any single meal, per person, that does not exceed the reasonable meal rates below. However, employees are highly encouraged to maintain documentation and/or receipts for all meals, as the Civilian Personnel Section will require documentation for any single meal purchase that exceeds the below *Meal Rates*. Estimates and/or flat rates are not authorized.

MEAL RATES		
MEAL	ADULT	CHILD <small>(Age 11 and below)**</small>
Breakfast	\$10.00	\$5.00
Lunch	\$15.00	\$10.00
Dinner	\$20.00	\$10.00

**Adult Meal Rates apply to children whose ages are 12 and older.

11. Employees who cannot find pet friendly accommodations are expected to pay kennel, pet-sitting, or other fees if necessary. Pet fees are non-refundable and accommodation for pets is the employee's responsibility.

12. Employees must be good stewards of Government funds and exercise the same care and regard for incurring Government paid expenses as would a prudent person traveling at personal expense. TQSA does not give license to over indulgence and extravagance at the government's expense. We are obliged to only reimburse only reasonable expenses. If it appears the allowance is being abused, employees may be denied reimbursement for their claim.

13. Please acknowledge receipt of this letter by signing and dating below. Your signature does not mean that you agree or disagree with the contents of this notice, only that you received it.

CHRISTINE R. BOTELHO, GS-14, DAF
Chief, Civilian Personnel Flight

3 Attachments:

1. Foreign Allowances Application, Grant and Report (SF-1190)
2. Daily Itemization of Expenses Claimed
3. Reference Excerpt from Department of State Standardized Regulations (DSSR)

I have read and understand paragraphs 1 through 13 above and hereby acknowledge receipt of the TQSA policy.

EMPLOYEE NAME (PRINT)

DATE

EMPLOYEE SIGNATURE