

**STATEMENT OF UNDERSTANDING
PRE-DEPARTURE TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)**

Employees are authorized up to 30 calendar days of TQSA immediately preceding departure from a foreign post in conjunction with a transfer or separation (resignation or retirement). The employee must be eligible for Living Quarters Allowance to be authorized TQSA.

Pre-departure TQSA may start the day the employee occupies temporary quarters (hotel or billeting), the date the employee terminates permanent quarters, or 30 calendar days preceding their permanent departure from the overseas post, whichever occurs later. Employees may be granted a brief period of not more than 5 calendar days of TQSA that overlaps with LQA if requested by the employee and approved by the Human Resources Division. The overlap days are approved if needed to clean and repair the permanent quarters prior to terminating a lease.

Employees must claim actual expenses for TQSA. They cannot claim a “flat” or “standard” amount. Employees must maintain a daily accounting of meals and lodging expenses. Receipts are required for lodging and may be required for meals and laundry/dry cleaning. Receipts for meals and laundry/dry cleaning must be retained in the event they are required to support a TQSA claim.

Employees may claim meal expenses from dining at restaurants and other eating establishments and may claim the cost of food from a grocery store or commissary. The cost of the food purchased at a grocery store or commissary should be spread out over the days when the food was consumed.

The following items cannot be claimed as TQSA expenses:

- Toiletry and sundry items (deodorant, hair spray, shampoo, toothpaste, tooth brushes, soap, cleaning supplies, perfume or cologne, shaving supplies, suntan lotion, hand lotion, etc.)
- Childcare products (diapers, baby wipes, baby powder, toys, etc.)
- Smoking products (cigarettes, cigars, lighters, chewing tobacco, etc.)
- Alcohol, including drinks at a restaurant (wine, beer, mixed drinks, liquor)
- Entertainment (movies, video games, refreshments at movies or other venues, such as sodas, popcorn, candy, ice cream, etc.)

Employees are required to exercise the same prudence and judgment as if the lodging and subsistence expenses were being paid for by the employee. TQSA is not intended to reimburse the employee for extravagant lodging or meals. Receipts will be required to support any TQSA claim that is determined to be excessive.

TQSA claims must be filed through the DoDDS automated DoDEA Allowance Processing System (DAPS). Employees can receive assistance from the school secretary or the Human Resources Division on the use of DAPS.

I certify that I have read the above and understand the above conditions regarding the payment of TQSA expenses.

(Printed Name/Signature)

(Date)