

Foreign Area Allowances

Regulations

Temporary Quarters Subsistence Allowance (TQSA)

Foreign Transfer Allowance (FTA)

Advanced Pay

Living Quarters Allowance (LQA)/Post Allowance (PA)

If you have any questions, please contact your
Human Resources Field Office at

District	Email	DSN
Bavaria District	Bavaria.HR_Team@eu.dodea.edu	338-7538
Isles District	Isles.HR_Team@eu.dodea.edu	338-7373
Heidelberg District	Heidelberg.HR_Team@eu.dodea.edu	338-7537
Kaiserslautern District	Kaiserslautern.HR_Team@eu.dodea.edu	338-7534
Mediterranean District	Mediterranean.HR_Team@eu.dodea.edu	338-7537

JTR Vol.2 & the DSSR

The governing documents for Official Travel and Foreign Area Allowances such as LQA, TQSA and Post Allowances are the Joint Travel Regulation Volume 2 (JTR) and the Department of State Standardized Regulation (DSSR). Most of the questions you will have dealing with official travel are in the JTR; questions pertaining to LQA/TQSA, Post Allowance, and Educational Travel (for dependents) can be found in the DSSR.

The JTR volume 2 can be found at:

<http://www.defensetravel.dod.mil/perdiem/trvlregs.html>

Chapters 1-7 at: [http://www.defensetravel.dod.mil/perdiem/jtr\(ch1-7\).pdf](http://www.defensetravel.dod.mil/perdiem/jtr(ch1-7).pdf)

Highlights of the JTR v2 for DoDEA Educators are:

- **C2000 & C2200: Travel and Transportation Policy**
- **C2215: Reimbursement for Use of Other Than the Authorized Transportation Mode or Route**
- **C2300: Baggage Allowance**
- **C5005: PCS Travel Eligibility**
- **C5154: Basic Allowances for Household Goods (HHG) Transportation**
- **C5195: Non-Temporary Storage**
- **C5500: Renewal Agreement Travel (RAT)**

And the DSSR is at:

http://aoprals.state.gov/content.asp?content_id=231&menu_id=92

Highlights of the DSSR for DoDEA Educators are:

- [Section 120](#): Temporary Quarters Subsistence Allowances (TQSA)
- [Section 130](#): Living Quarters Allowance
- [Section 220](#) & [229](#): Post Allowance
- [Section 280](#): Educational Travel

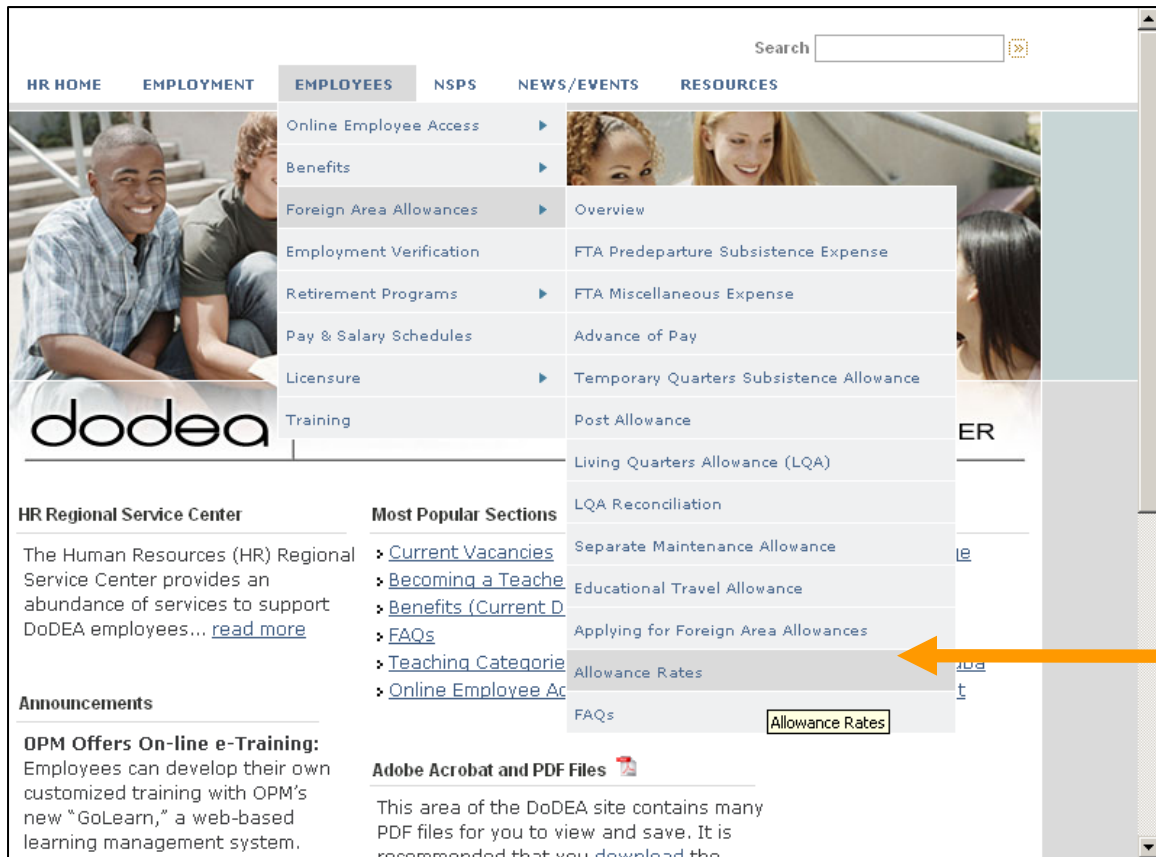
Temporary Quarters Subsistence Allowance

TQSA is an allowance granted to an eligible employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family members for a period not to exceed 30 days prior to leaving a permanent duty assignment and 90 days after first arrival at a new post in a foreign area.

TQSA should be requested every 10-14 days to keep a flow of money coming to the employee.

TQSA rates can be found at: <https://webapps.dodea.edu/lqarates/lqarates.cfm>

Or, from the DoDEA Human Resources Webpage:



The screenshot shows the DoDEA Human Resources website. The navigation menu includes HR HOME, EMPLOYMENT, EMPLOYEES, NSPS, NEWS/EVENTS, and RESOURCES. The EMPLOYEES menu is expanded, showing options like Online Employee Access, Benefits, Foreign Area Allowances, Employment Verification, Retirement Programs, Pay & Salary Schedules, Licensure, and Training. The Foreign Area Allowances dropdown menu is open, listing various allowances: Overview, FTA Predeparture Subsistence Expense, FTA Miscellaneous Expense, Advance of Pay, Temporary Quarters Subsistence Allowance, Post Allowance, Living Quarters Allowance (LQA), LQA Reconciliation, Separate Maintenance Allowance, Educational Travel Allowance, Applying for Foreign Area Allowances, Allowance Rates, and FAQs. An orange arrow points to the 'Allowance Rates' link. Below the navigation menu, there are sections for HR Regional Service Center, Most Popular Sections (including Current Vacancies, Becoming a Teacher, Benefits, FAQs, Teaching Categories, and Online Employee Access), Announcements (including OPM Offers On-line e-Training), and Adobe Acrobat and PDF Files.

How to apply for TQSA

Once you have your receipt for the first 10-14 days of TQSA:

Step 1 – Go to DAPS

<https://webapps.dodea.edu/daps/>

Or www.dodea.edu > Human Resources > Employee then “Online Access

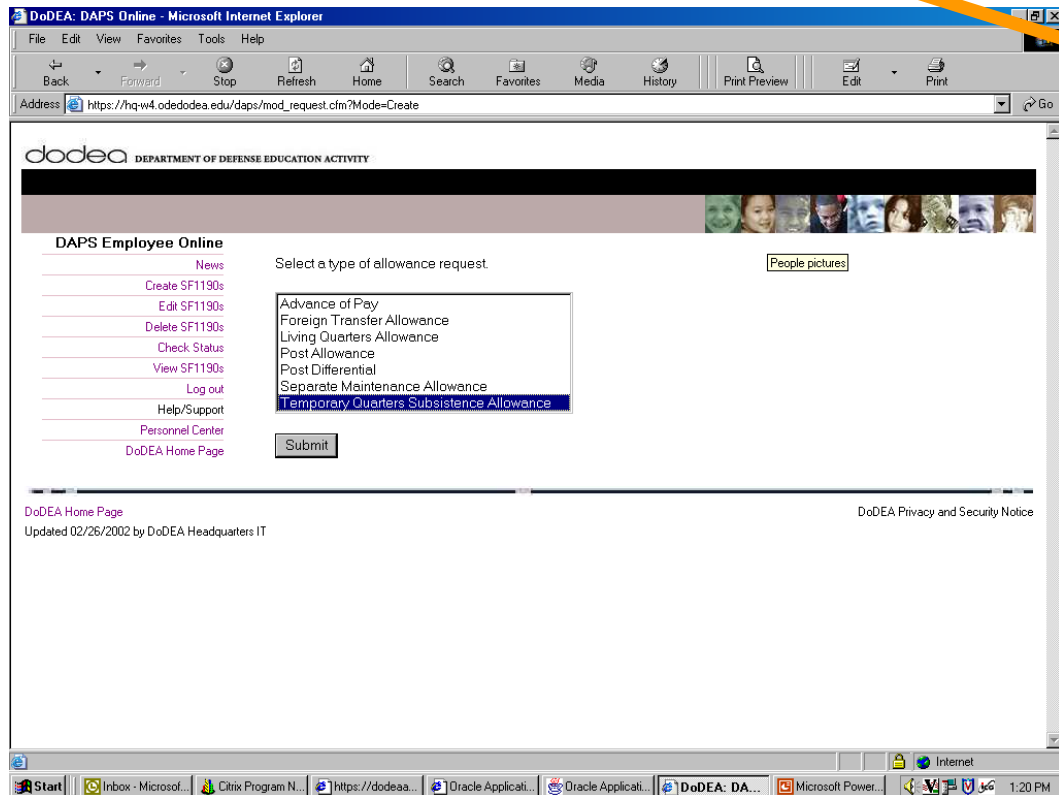
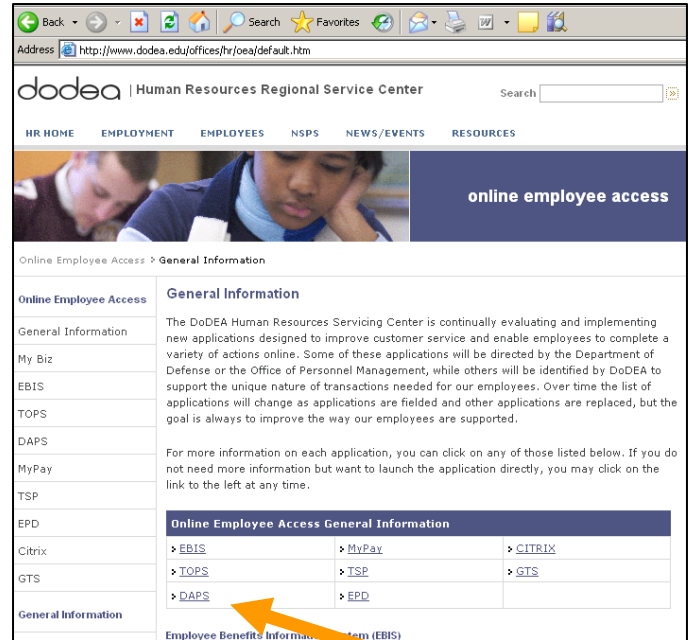
On DAPS:

Step 2 – Select Employee Login

Step 3 – Sign in using SSN & Birth date (you don’t need a special login/password)

Step 4 - Select CREATE SF-1190

Step 5 – Select Temporary Quarters Subsistence Allowance – then submit



Step 6 – Fill out page:

DoDEA: DAPS Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Print Preview Edit Print

Address https://hq-w4.odododea.edu/daps/mod_request.cfm?Mode=Create Go

Create TQSA allowance request.

Name	Scruffy, Joe
SSN	XXX-XX-XXXX
Notification Email Address	
Agency/Organization	DoDEA
Position	HUMAN RESOURCES ASSISTANT (QA)
Pay Plan	GS-0203-07 STEP 04
Address	
Current Post	DOD EDUCATION ACTIVITY, DODDS-EUROPE, HEIDELBERG DISTRICT
Previous Post	
Date of Arrival (MM/DD/YYYY)	
TQSA Start Date (MM/DD/YYYY)	
Start Date (MM/DD/YYYY)	
End Date (MM/DD/YYYY)	
If Local Hire: Date of Arrival for presence	
Reason for submitting	Initiate TQSA Extend TQSA Terminate TQSA Outgoing TQSA Continued TQSA

Dependent information (Include your spouse if applicable)

Done

Start Inbox Citic... Adob... Diac... Docu... RE: C... https... Diac... Diac... DoD... Micro... Internet

10:56 AM

Email address: School email address

Address: CMR/Unit address

Previous Post: self-explanatory

Date of Arrival: date arrived in overseas area

TQSA Start date: date of first day claiming TQSA

Start date (Initial Submission): same as TQSA start date

Subsequent Submissions: date of the current submission

End date: End date of this current submission

****Please note Start date and end date MUST match the dates on your hotel receipts**

Reason for submitting: Initiate TQSA – first submission

Continued TQSA – subsequent TQSA submissions

Step 6 continued

Reason for submitting: [dropdown]

Dependent Information (Include your spouse if applicable)

Name	SSN	Relation	DOB (MM/DD/YYYY)	Arrival Date (MM/DD/YYYY)	Address	At Post?	% Support
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	

Spouse Information (Only required if spouse is a U. S. Government employee)

Name: [text box]

Fill in dependent information for those in country

Step 7 - scroll down and click "WORKSHEET"

Step 8 – Begin filling in worksheet

DoDEA: DAPS Online - Microsoft Internet Explorer

Address: https://hq-w4.ododedea.edu/daps/mod_worksheet.cfm?request_id=175608355-200407071247&allowance_type=TQSA&mode=Create

Temporary Quarter Subsistence Worksheet

TQSA Expense Dates

TQSA Start Date	Start Date	End Date
06/01/2004	06/01/2004	06/10/2004

Fill all dates with these values.

(A) Lodging		(B) Per Day Meal/Laundry/Dry Cleaning Statement	
Currency	Amount	Currency	Amount
UNITED STATES		UNITED STATES	

All currency displayed in U.S. Dollars.

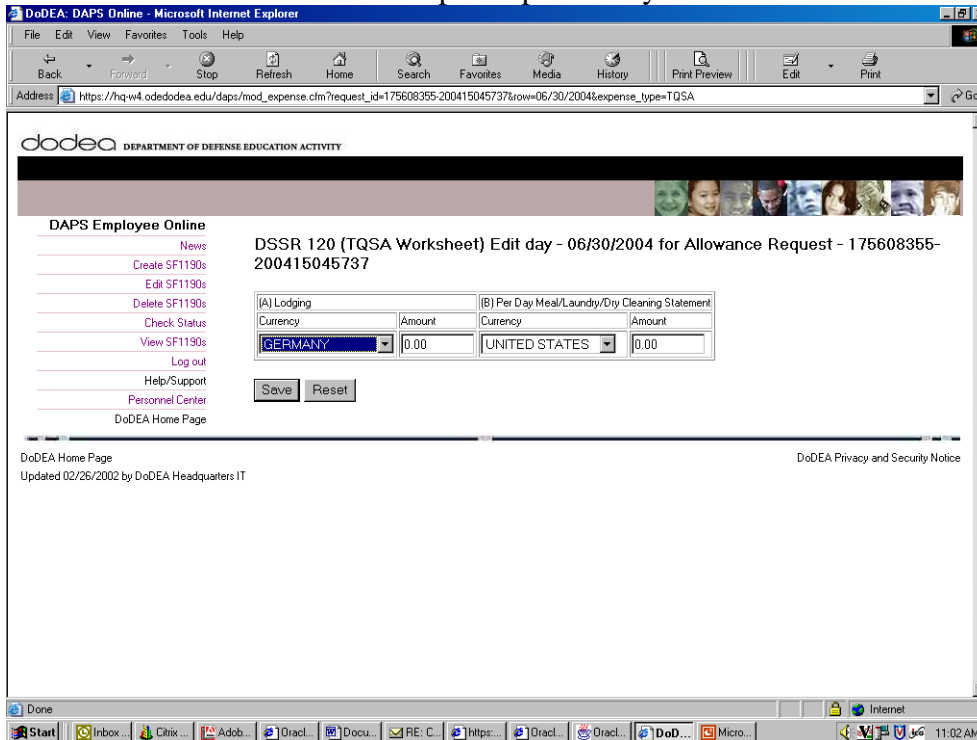
Edit	Date	Lodging	Per Day Statement	Total	Max Family Rate	Max Allowable Rate
Edit	06/01/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/02/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/03/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/04/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/05/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/06/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/07/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/08/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/09/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/10/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
		\$0.00	\$0.00	\$0.00	\$1,462.50	\$0.00

TQSA Information

TQSA Type	Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Amount
<input type="checkbox"/> Advance			0.00
<input type="checkbox"/> Lump Sum			0.00
<input type="checkbox"/> Biweekly			0.00

Taskbar: Start | Inbox - Microsof... | Citrix Program N... | https://dodea... | Oracle Applicati... | Oracle Applicati... | DoDEA: DA... | Microsoft Power... | Internet | 1:17 PM

Click on the “edit” button – this opens up each day



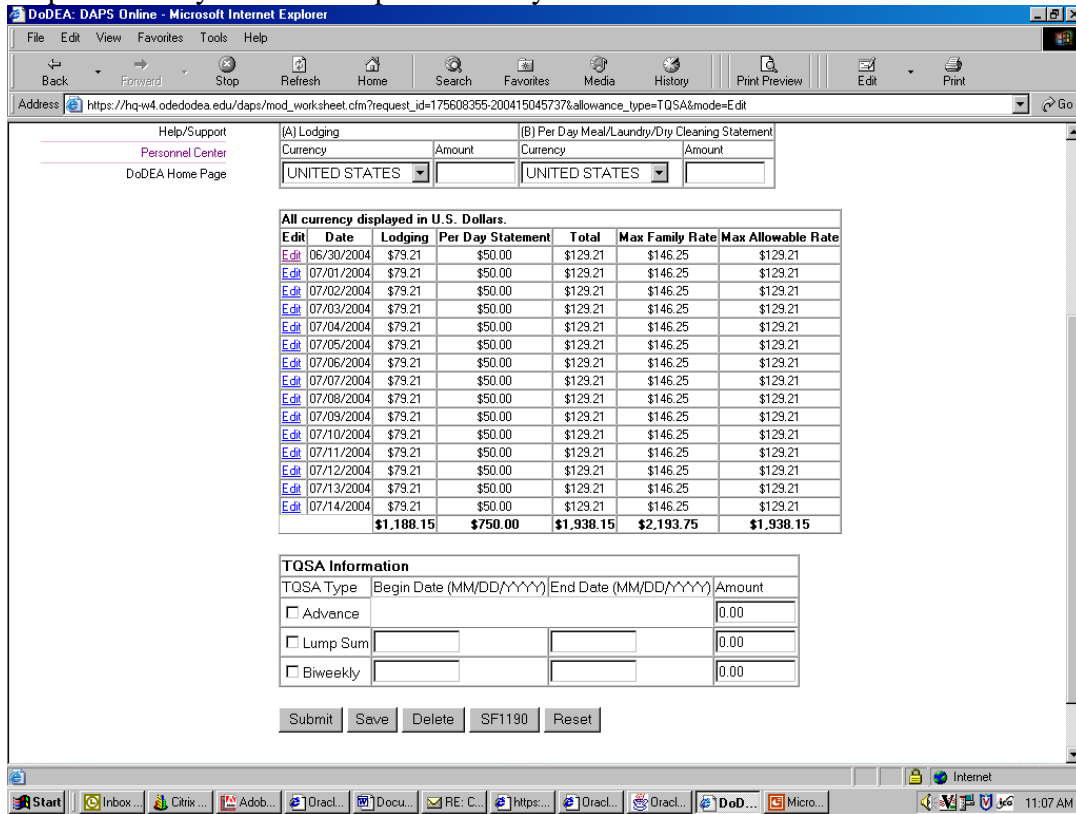
If your expenses are in US dollars then select “United States”, if your expenses are in a foreign currency then select your host country. Fill in the appropriate amount of your lodging (which matches your receipt) and Meals/Dry cleaning.

You will not have to provide receipts for meals as long as it falls into what an average person would consider REASONABLE. With that said, it is best to keep your receipts until your claim has been through final adjudication. For instance:

TQSA Maximum rate for a family of 4 is \$250 per day. The hotel bill comes to \$150 per day and you submit for approximately \$75 of food per day. This is reasonable and you probably won’t be required to provide receipts. On the other hand if your hotel bill is only \$60 per night and you submit for \$190 of food per day, you are going to be required to submit receipts. Do not submit the same dollar amount for food expenses each day – this is a red flag that you are not turning in claims for actual expenses.

When done hit save and follow the same steps for each day until complete.

Step 9 – Once you have completed all days



Check “Lump Sum” or Biweekly and PRINT out a copy of this page for your records then hit “Submit.”

Step 10 – Sign a TQSA Memorandum of Understanding. The memorandum is different depending on whether you are claiming the 30 day prior to departure TQSA or the 90 day following your arrival TQSA:

- [90 day Incomming Memorandum](#) (pages 11 & 12 of this document)
- [30 day Outgoing Memorandum](#) (page 13 of this document)

The Memo should be sent along with your claim. Immediately scan and email the TQSA memo, your lodging and (if applicable) cleaning receipts to your servicing Human Resource Office. This is better than faxing. Your school secretary can assist you with this.

District	Email	DSN
Bavaria District	Bavaria.HR_Team@eu.dodea.edu	338-7538
Isles District	Isles.HR_Team@eu.dodea.edu	338-7373
Heidelberg District	Heidelberg.HR_Team@eu.dodea.edu	338-7537
Kaiserslautern District	Kaiserslautern.HR_Team@eu.dodea.edu	338-7534
Mediterranean District	Mediterranean.HR_Team@eu.dodea.edu	338-7537

Checking the Status of Your TQSA Claim

You can check to see the status of your request by logging back into DAPS and selecting “Check Status.” When the submission is marked as “Completed” you can go to “View SF-1190” and print out a copy for your records. If your submission stands at “Pending” for more than 10 work days, please notify your servicing HR Assistant to find out what is wrong.

dodea DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

**DAPS Version 5.0.3
Employee Online**

News
[Create SF1190s](#)
[Edit SF1190s](#)
[Delete SF1190s](#)
[Check Status](#)
[View SF1190s](#)
[Log out](#)
[Help/Support](#)
[Personnel Center](#)
[DoDEA Home Page](#)

List Forms to View

You can only view orders that have been marked as 'Completed'

Link	Name	Current Post	Type	Updated	Status	Attachments	Status History
SF1190 / Worksheet	[REDACTED]	DODDS-EUROPE, PERSONNEL DIV	LQA	09/17/2008 @ 07:49	COMPLETED	Attachments	Status History
SF1190	[REDACTED]	ARGONNER ES	PA	03/11/2005 @ 13:04	COMPLETED	Attachments	Status History
SF1190 / Worksheet	[REDACTED]	DODDS-EUROPE, PERSONNEL DIV	TQSA	05/06/2009 @ 00:00	DRAFT	Attachments	Status History
SF1190 / Worksheet	[REDACTED]	DODDS-EUROPE, PERSONNEL DIV	LQA	05/05/2009 @ 00:00	PENDING	Attachments	Status History

Records: 4

DoDEA Home Page DoDEA Privacy and Security Notice

Updated 02/26/2003 by DoDEA Headquarters, IT

TQSA payments will be received in your normal paycheck. If you do not receive your TQSA payment within one COMPLETE pay period after the submission is marked “completed,” please contact your servicing HR Assistant at the HD DSO Personnel Field Office.

MEMORANDUM FOR DODEA TEMPORARY QUARTERS SUBSISTENCE
ALLOWANCE RECIPIENT

SUBJECT: Conditions of Eligibility for Temporary Quarters Subsistence Allowance (TQSA)

The authorization and payment of TQSA is governed by the provisions of Chapter 120 of the Department of State Standardized Regulations (DSSR) and DoD Manual 1400.25-M, Subchapter 1250. An employee must be eligible for living quarters allowance to be authorized TQSA.

TQSA is an allowance that is intended to assist in covering the average costs of adequate but not elaborate or unnecessarily expensive accommodations in a hotel, pension, or other transient-type quarters for you and your family members who are residing with you at your post of assignment. In addition, TQSA is intended to cover the cost of reasonable meal and laundry/dry cleaning expenses for a period not in excess of 90 days after first arrival at a new post in a foreign area or 30 days immediately preceding final departure from the post following vacating of residence quarters. TQSA is not intended to cover toiletry and sundry items, childcare products, smoking products, entertainment products, and alcoholic beverages. Therefore, the cost of these types of items may not be included on your claim for reimbursement.

The 90 and 30 day TQSA periods may be extended up to but not more than 60 days in each case if it is determined that compelling reasons beyond the control of the employee require continued occupancy of temporary quarters. Approvals of TQSA beyond the initial authorization period are extremely rare. However, if you do need to request an extension of TQSA, it may be by letter or by email. The request must include a detailed outline by date of all the efforts you have made to secure permanent housing since your arrival at your duty station. When a request is received, the Program Manager for the Customer Operations Teams (COT) servicing your area will determine if circumstances warrant an extension. The appropriate team member will fax or email a copy of the determination letter to you. If it is determined that an extension of TQSA is not warranted, you will be authorized Living Quarters Allowance (LQA) and be reimbursed for your daily lodging expenses only up to the allowable LQA maximum rate based on your family size, quarters group and post of assignment. You will no longer be reimbursed for meals and laundry or dry cleaning expenses.

When you apply for TQSA, you will need to complete an SF-1190, Foreign Allowances Application, Grant and Report, a TQSA Worksheet, and a TQSA Actual Expense Worksheet. You will be required to attach copies of receipts for the lodging expenses you claimed on the worksheet with your TQSA submission. You may provide a certified statement as to your **actual daily costs** for meals and laundry/dry cleaning expenses. **You can only claim actual expenses incurred versus a "flat " or "average" daily amount. Claims that do not include the actual daily expenses for lodging and meals will not be paid. In addition, you will need to attach a signed and dated copy of this memorandum and submit it your initial TQSA submission.**

TQSA Claims must be filed online through the automated DoDEA Allowance Processing System (DAPS). You can receive assistance from your school secretary or your local Human Resources Office on the use of DAPS. Although receipts for meals, laundry, and dry cleaning expenses are not required to be submitted with your application for TQSA, you are required to retain receipts for all meal, laundry, and dry cleaning expenses. If the amounts you have claimed

appear to be extravagant, you will be required to provide receipts. If you fail to provide receipts, allowance payments for meals and laundry/dry cleaning expenses will be suspended until the supporting receipts are provided.

You are responsible for immediately reporting any changes that affect your TQSA authorization such as a change in marital or family status, change in the number of authorized dependents at the post, attainment of age 21 by a dependent child, or movement into permanent quarters. Immediate reporting of these changes will ensure you receive prompt payments, if due, or prevent you from incurring a debt. Intentional misrepresentation of the facts involving an application for TQSA may result in removal from Federal employment. If you have any questions about your TQSA, please contact your Local Human Resources Advisor or your servicing Customer Operations Team.

Please initial the bottom right hand corner of the first page and complete the section below. Again, a signed and dated copy of this memorandum must be faxed in with your lodging receipts with your initial TQSA submission. Please retain a copy for your records.

I certify that I have read and understand the above conditions regarding eligibility for a temporary quarter's subsistence allowance.

Employee's Signature: _____ Date: _____

Employee's Name (printed): _____

Foreign Transfer Allowance (FTA)

FTA is designed to assist in offsetting the cost of extraordinary items that are incurred when moving. You can either get:

1. Flat Amount - not itemizing - \$500 for single employees or \$1000 for employees with families
2. If using an Immobilien – up to 1 weeks base pay for single employees or 2 weeks base pay for employees with family. You must provide Immobilien receipt as verification.

How to claim FTA:

If you are a current federal employee see page 18

If you are a new CONUS hire: Your submission will go through DAPS
<https://webapps.dodea.edu/daps/> (see TQSA section for DAPS login procedures)

Step 1 – Select “Foreign Transfer Allowance”

Step 2 – Fill in blanks (see TQSA submission for basics)

Step 3 – When you reach the FTA portion of the form:

The screenshot shows a web browser window titled "DoDEA: DAPS Online - Microsoft Internet Explorer". The address bar shows the URL: https://hq-w4.ododedea.edu/daps/mod_request.cfm?Mode=Create. The main content area displays the "Foreign Transfer Allowance Information" form. The form includes a text area for "FTA Worksheet Remarks", a section for "FTA Allowance" with checkboxes for "Miscellaneous Standard", "Miscellaneous Itemized", "Subsistence", "Wardrobe", and "Lease Penalty", a "Next Post" dropdown menu, and input fields for "Three Months Rent" and "Lease Term Penalty". Below this is the "Payment Method Information" section, which has radio buttons for "Electronic" (selected) and "Mail Check", and input fields for "Financial Institution Name", "Financial Institution Address", and "Routing Number". The Windows taskbar at the bottom shows several open applications, including "Inbox - Mi...", "Citrix Progr...", "Adobe Re...", "Oracle Ap...", "Allowance...", "RE: Christi...", "Microsoft...", "FOREIGN...", and "DoDEA:...", along with the system clock showing 11:28 AM.

Check “Miscellaneous Standard” if you did not utilize an Immobilien
Check “Miscellaneous Itemized” if you DID use an Immobilien

Then Scroll down and click “worksheet”

Step 4

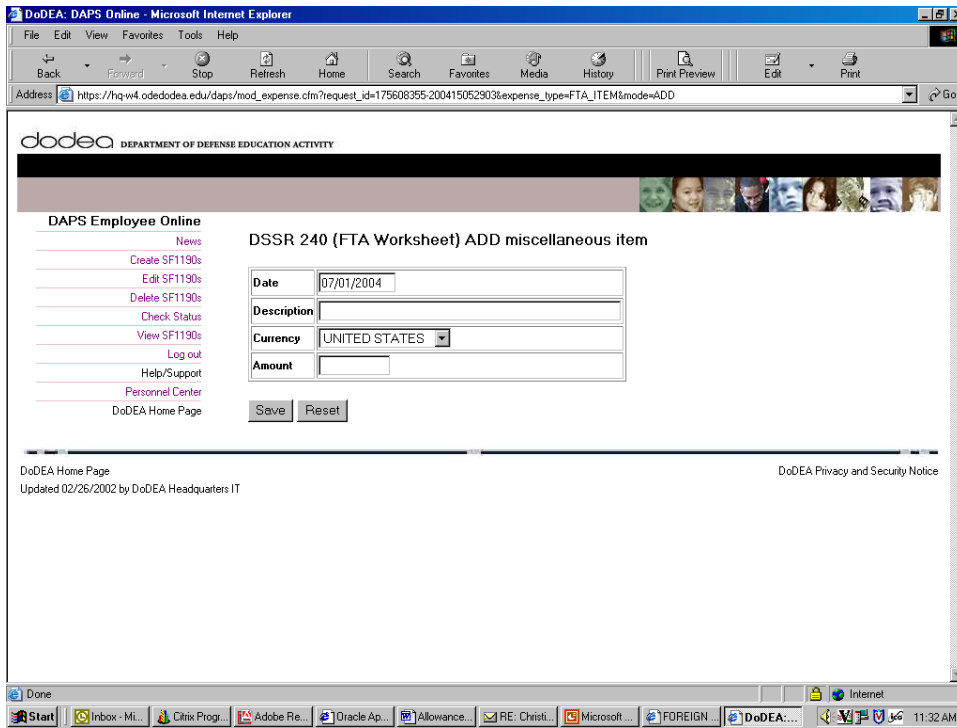
The screenshot shows a web browser window titled "DoDEA: DAPS Online - Microsoft Internet Explorer". The address bar contains the URL: https://hqw4.ododedea.edu/daps/mod_worksheet.cfm?request_id=175608355-200415052903&allowance_type=FTA&mode=Create. The page content includes:

- Navigation links: Delete SF1190s, Check Status, View SF1190s, Log out, Help/Support, Personnel Center, DoDEA Home Page.
- Form fields for Start Date (07/01/2004) and End Date (07/01/2014).
- A text area for "FTA Worksheet Remarks".
- FTA Information** section with the following items:
 - Miscellaneous Standard 0.00
 - Miscellaneous Itemized 0.00
 - Wardrobe 0.00
 - Lease Penalty 0.00
 - Subsistence 0.00
 - Advance 0.00
- FTA Miscellaneous Itemized Information** section:
 - Max Allowable (Annual Salary / 52) \$630.83
 - Click here to [add](#) an item.
 - All currency displayed in U.S. Dollars.

Edit	Delete	Date	Description	Amount
			Total Expense	\$0.00
			Reimbursable Expense	\$0.00
- Buttons: Submit, Save, SF1190, Reset.

Note it shows you the maximum FTA you can get.

Click on the “add” at the bottom. It will open up...



Description: Immobilien Expense

Currency: Germany

Amount: Put the total amount in Euros of the Immobilien

Then hit "save."

Step 5 –

Help/Support
 Personnel Center
 DoDEA Home Page

FTA Information

<input type="checkbox"/> Miscellaneous Standard	0.00
<input checked="" type="checkbox"/> Miscellaneous Itemized	630.83
<input type="checkbox"/> Wardrobe	0.00
<input type="checkbox"/> Lease Penalty	0.00
<input type="checkbox"/> Subsistence	0.00
<input type="checkbox"/> Advance	0.00

FTA Miscellaneous Itemized Information
Max Allowable (Annual Salary / 52) \$630.83

Click here to [add an item.](#)

All currency displayed in U.S. Dollars.

Edit	Delete	Date	Description	Amount
Edit	Delete	07/01/2004	Immobilen Expense	\$3,246.33
			Total Expense	\$3,246.33
			Reimbursable Expense	\$630.83

Submit Save SF1190 Reset

DoDEA Home Page
 Updated 02/26/2002 by DoDEA Headquarters IT

DoDEA Privacy and Security Notice

Print this page out and then hit “submit”

How to Submit for Miscellaneous Expenses if You are a Current Federal Employee

Miscellaneous Expenses for reassigning teachers is done through a [DD Form 1351-2](#) and submitted to: col-travel-claims@dfas.mil . Box 27 in your travel orders lists contact information for DFAS.

Fill out the travel voucher as normal. FTA is listed under Item 18 – Reimbursable Expenses”

- a. Date – date of Immobilien receipt
- b. Nature of Expense – Misc. Expense”
- c. Amount – amount of Immobilien and write “Euro” (make sure to submit receipts with your claim)
- d. Allowed – leave blank

Submit completed 1351-2, all applicable receipts and the completed [Memorandum Regarding Miscellaneous Expenses](#) (p. 19 below) to col-travel-claims@dfas.mil

Memo to DFAS-CO/JTB

Regarding miscellaneous expenses

I certify that I/we have discontinued my/our residence at the old permanent duty station and have established a residence at the new permanent duty station.

Who has relocated _____ self _____ family

Signed _____

Date _____

Advanced Pay

You can request an advance pay of up to 6 pay periods. You will need to submit through DAPS and scan your most recent LES to your district personnel team's E-mail address.

Previous advances must be repaid completely before a new advance is granted. All advances must be repaid within 12 months whether working or not.

NOTE: This MUST be requested within 3 weeks of your departure or within 60 days of report date. After the 60 days of your arrival date, you lose the ability to request this benefit.

The screenshot shows the 'DAPS Version 5.0.3 Employee Online' interface. On the left is a navigation menu with links like 'News', 'Create SF1190s', 'Edit SF1190s', 'Delete SF1190s', 'Check Status', 'View SF1190s', 'Log out', 'Help/Support', 'Personnel Center', and 'DoDEA Home Page'. The main content area has the heading 'Select a type of allowance request.' and a dropdown menu with the following options: 'Advance of Pay', 'Foreign Transfer Allowance', 'Living Quarters Allowance', 'Post Allowance', 'Post Differential', 'Separate Maintenance Allowance', and 'Temporary Quarters Subsistence Allowance'. An orange arrow points to the 'Advance of Pay' option. Below the dropdown is a 'Submit' button. At the bottom of the page, it says 'DoDEA Home Page' and 'Updated 02/26/2002 by DoDEA Headquarters IT'.

Advance Pay Information	
Number of pay periods in year	<input type="radio"/> 21 <input type="radio"/> 22 <input checked="" type="radio"/> 26
PCS #	<input type="text"/>
Salary	<input type="text" value="32054.00"/>
Amount requested (Salary - \$32,054.00)	<input type="text"/> Maximum <input type="text" value="\$7397"/>
# of pay periods to repay (Max - 26)	<input type="text"/>

PCS# is the Travel Order Number from box 25 of your travel orders.

Be sure to include the dollar amount requested and the number of pay periods you'll need to repay this amount.

Living Quarters Allowance (LQA) & Post Allowance (PA)

LQA is a quarters allowance granted to an eligible employee for the annual cost of suitable, adequate, living quarters for the employee and his/her family.

Post allowance means a cost-of-living allowance granted to an eligible employee officially stationed at a post in a foreign area where the cost of living, exclusive of quarter's costs, is substantially higher than in Washington, D.C. Post allowance may not be paid with TQSA.

LQA rates can be found at: <https://webapps.dodea.edu/lqarates/lqarates.cfm>

The screenshot shows the DoDEA HR website interface. At the top, there is a search bar and a navigation menu with tabs for HR HOME, EMPLOYMENT, EMPLOYEES, NSPS, NEWS/EVENTS, and RESOURCES. Below the navigation menu is a large banner image of three people smiling. To the left of the banner is the DoDEA logo. Below the banner, there are several sections: 'HR Regional Service Center', 'Announcements', and 'Most Popular Sections'. The 'Most Popular Sections' section contains a list of links: Current Vacancies, Becoming a Teacher, Benefits (Current DoDEA), FAQs, Teaching Categories, and Online Employee Access. A dropdown menu is open under the 'EMPLOYEES' tab, showing a list of options: Overview, FTA Predeparture Subsistence Expense, FTA Miscellaneous Expense, Advance of Pay, Temporary Quarters Subsistence Allowance, Post Allowance, Living Quarters Allowance (LQA), LQA Reconciliation, Separate Maintenance Allowance, Educational Travel Allowance, Applying for Foreign Area Allowances, Allowance Rates (highlighted with an orange arrow), and FAQs. The 'Allowance Rates' link is highlighted with a box and an orange arrow pointing to it from the right.

Once you have your lease login to DAPS (see TQSA submission for basics of logging in to DAPS. Select “Create SF-1190” and select “Living Quarters Allowance.”

Step 1 – Fill out basic information

Date of Arrival: date you arrived at post

Start Date: Start date of LQA – should coordinate with the start date on your lease.

NOTE: You cannot overlap LQA and incoming TQSA; you must stop TQSA before claiming LQA

End date: Put 10 years from start date

Reason for submitting: Select – Initiate both LQA & PA

Your dependents should auto-populate. Scroll down to the bottom and hit “worksheet.”

The screenshot shows a web browser window titled "DoDEA: DAPS Online - Microsoft Internet Explorer". The address bar shows the URL: https://hq-w4.ododedea.edu/daps/mod_request.cfm?Mode=Create. The main content area is a form titled "Living Quarters Allowance (Regular)". The form includes the following fields:

- Date Occupied (MM/DD/YYYY)
- Type of Quarters
- Furnished Status
- Leased/Owned
- Rooms
- Size
- Percentage Shared
- If employee shares quarters, give the name of the person(s) with whom he/she is sharing with employing firm/agency.
- If employee rents quarters from another U. S. Government employee, give name of that employee and his/her agency.
- If employee lets or sublets a portion of his/her owned or leased quarters:
 - Name of sublessee and employing firm/agency
 - Amount received from sublessee
 - Amount deducted from expenses claimed under block 16
 - Date of let or sublet (MM/DD/YYYY)
- For Personally Owned Quarters (POQ) [Official Use Only]
 - Date of original purchase (MM/DD/YYYY)
 - Exchange rate at time of purchase

Fill in the above information based on your lease agreement. Leave blank anything that is not applicable. Once completed, scroll to the bottom and click “worksheet.”

Step 2 – Filling out the worksheet

Quarters Group		3	4
Description	GERMANY	U.S. Dollars	
(a) Rent, if leased; or 10% of original purchase price, if owned (Claim limit: 10 years)	0.00	0.00	
(b) Garage rental (not to exceed 25% of maximum LQA)	0.00	0.00	
(c) Furniture rental (not to exceed 25% of maximum LQA)	0.00	0.00	
(d) Insurance on rented property and/or furnishings required by law or custom to be paid by lessee	0.00	0.00	
(e) Taxes levied by the local government and required by law or custom to be paid by lessee	0.00	0.00	
(f) Land rent, if required by local law or custom (applies only to POQ)	0.00	0.00	
(g) Agent's fee if mandatory by law or custom and is condition of obtaining lease. Must be paid by lessee to landlord - not agent.	0.00	0.00	
(h) Apartment/condominium fees (Excluding single family dwelling and POQ)	0.00	0.00	
(i) Interest on a loan from American institution to finance "key money" paid to landlord.	0.00	0.00	
(j) Appreciation fee paid directly to landlord. Must appear on lease or rental agreement.	0.00	0.00	
(k) Heat - gas, fuel	0.00	0.00	
(l) Electricity	0.00	0.00	
(m) Other heat, fuel (Specify)	0.00	0.00	
(n) Water	0.00	0.00	
(o) Garbage Collection	0.00	0.00	
Total Expenses claimed for this period (100%):	0.00	0.00	

Enter in the figures in Euro in YEARLY amount. For the utilities that you have to provide on your own, put in an estimate. You can talk to the utility company or landlord for what the previous occupant spent per month.

Once all the expenses are filled in, scan and email a copy of your lease, rental or purchase agreement and the Nebenkosten breakdown (if necessary; see notes for Germany below) to your servicing Human Resources Field Office. Your school secretary can assist you with this.

You can check to see the status of your request by logging back into DAPS and selecting "Check Status." When the submission is marked as "Completed" you can go to "View SF-1190" and print out a copy for your records. If your submission stands at "Pending" for more than 10 days, please notify your servicing HR Assistant at the HD DSO Personnel Field Office to find out what is wrong.

LQA should begin approximately one COMPLETE pay period after the submission is marked "completed" provided this is after the effective date of your lease. If your LQA doesn't start, please contact your servicing HR Assistant at the HD DSO Personnel Field Office.

For Germany:

NEBENKOSTEN – this is an amount paid to the landlord on top of basic rent to cover costs that he pays and you reimburse for on a yearly basis.

The following are an example of the common Nebenkosten expenses that are NOT reimbursable by DoDEA based on the Department of State Standardized Regulation:

Utility Examples: <i>German / English</i>	Owned Home	Rented Home	Apartment Only
<i>Wasser / Water</i>	Y	Y	Y
<i>Entwässerung, Niederschlagswasser, Schmutzwasser / Sewage</i>	Y	Y	Y
<i>Müllabfuhr / Trash Disposal</i>	Y	Y	Y
<i>Heizung / Heating (& related bills: Gas, Oil, etc.)</i>	Y	Y	Y
<i>Warmwasser / Warm Water</i>	Y	Y	Y
<i>Strom / Electricity</i>	Y	Y	Y
<i>Reinigung Gas-Elektro / Maintenance</i>	Y	Y	Y
<i>Allgemeinstrom / Common Area Electricity</i>	N	N	Y*
<i>Personen, Fahrstuhl / Elevator</i>	N	N	Y
<i>Wascheinrichtung / Washer</i>	N	N	Y*
<i>Kamin... / Chimney Sweep</i>	N	N	Y
<i>Treppenbeleuchtung / Stairway Lights</i>	N	N	Y*
<i>Grundsteuer / Property Tax, Levies</i>	N	N	N
<i>Strassenreinigung / Street Cleaning</i>	N	N	N
<i>Emissionsprüfung / Emmission Readings</i>	N	N	N
<i>Versicherung / Insurance</i>	N	N	N
<i>Hausmeister, Hauswart / Caretaker, Janitor</i>	N	N	N
<i>Gartenpflege / Gardening, Yard Care</i>	N	N	N
<i>Schneebeseitigung / Snow Removal</i>	N	N	N
<i>Gemeinschaftsantenne, Kabel / Antenna, Cable TV</i>	N	N	N
<i>Hausreinigung / House Cleaning</i>	N	N	N
<i>Wartungskosten / Maintenance</i>	N	N	N
<i>Bürgersteigreinigung / Sidewalk</i>	N	N	N
Land Rent	Y**	Y**	Y**
Garage	Y**	Y**	Y**
Security Deposits	N	N	N
Mortgages, Loan Fees, Interest, etc.	N	N	N
<i>Immobilien / Real Estate Agent</i>	N***	N***	N***

* = If this is for a communal facility

** = Reimbursable only with a contract

*** = Foreign Transfer Allowance may be used to recover agent's fees

Rule of Thumb: If it is an optional expense, the Government does not reimburse for it. Basic utilities and expenses required by custom or law are the only things that can be reimbursed.

Please Note: Bank Statements are not acceptable for reconciliation. Most German utilities are also reconciled yearly; so bank statements will not tell you if an amount was owed, reimbursed or credited to the following year.

Please keep in mind that in the German language there can be different words for the same thing. Check with the housing office or your landlord to see what each Nebenkosten item means.

If you have Nebenkosten, prior to making your DAPS submission, you must have the landlord give you a breakdown of what percentage of the whole Nebenkosten amount is attributable to each section. Then only claim the percentage amount that is reimbursable.
EX:

Total monthly Nebenkosten: 250 Euro

Breakdown reveals:

- 25% - Water – reimbursable
- 5% - Cable TV – not reimbursable
- 20% - Insurance – not reimbursable
- 20% - Taxes – not reimbursable
- 30% - Common Electricity - reimbursable

Only 55% of the 250 Euros can be reimbursed and therefore that is the amount (time 12 for the whole year) that should be put on the worksheet. The remaining 45% will be the responsibility of the employee.

Once all the expenses are filled in, scan and email a copy of your lease and the Nebenkosten breakdown to your servicing Human Resources Field Office. Your school secretary can assist you with this.

Personally Owned Quarters (POQs)

Buying a house rather than renting or leasing is a huge decision and shouldn't be taken lightly. There are many costs that must be incurred by the owner and are not covered by LQA. Taxes, realtor's fees, interest on mortgages and most types of insurance are not reimbursable through LQA. When purchasing, you will receive 10% of the purchase price of your house each year for 10 years plus utility expenses (up to your total maximum LQA amount). This 10 year period will not be extended for the purchase price of the home. However, utilities may still be paid beyond this 10 year period. Further information on this topic can be obtained from your district personnel representative.

Post Allowance (PA)

Post Allowance will begin when your LQA begins. This is designed to offset the higher cost of living compared to the metropolitan Washington, DC area. Post Allowance fluctuates based on the Euro rate. The amount paid is set by the Department of State and is based on yearly income and family size.

ANY change in family status (increase/decrease of dependants) must be reported immediately through DAPS. Post Allowance is only payable for family members who are living in the same overseas area as their sponsor. If a family member is absent for more than 30 days (ex: child goes to college in the US), you must go into DAPS and remove them. In addition, if you have delayed travel for your family members, you can not submit a request for Post Allowance until they arrive in the overseas area.

Important Notes on LQA & Post Allowances

1. LQA is reimbursing you for expenses incurred. Therefore if you submit a start LQA on 15 August, but have an effective date of 01-Sep, you will not see LQA payments until after 01-Sep because you have not incurred expenses until after 1-Sept.
2. LQA is paid over 26 pay periods, not twice a month. Example: If your rent is 1000 Euros a month (12,000 Euro a year), you will see reimbursement of €461 per pay period. There are two months in the course of a year where you will have three pay periods.
3. You **MUST** complete an LQA reconciliation after one year in a new residence. This is mandatory in ensure that your estimated utility amounts are correct.
4. LQA does not cover tax, interest on a mortgage or most insurance expenses.
5. LQA will not reimburse for purchase of kitchens or any form of deposits.
6. LQA may not cover all expenses. You are responsible to pay for all expenses that are not reimbursed.
7. LQA & PA are payable for dependents up to age 21