

CLAIM FOR TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)

(AK REG 690-10)

PRIVACY ACT STATEMENT

- 1. AUTHORITY:** Title 5, United States Code, section 5922 and executive order 9397.
- 2. PRINCIPAL PURPOSE:** To determine employee eligibility and appropriate amounts of Temporary Quarters Subsistence Allowance (TQSA).
- 3. ROUTINE USE:** None
- 4. DISCLOSURE:** Disclosure of requested information is voluntary, however, if information is not provided the employee will be denied TQSA.

EMPLOYEE NAME:	SSN:	GRADE:
DATE EMPLOYEE ARRIVED/DEPARTED FOREIGN POST	DATE TQSA BEGAN	
DATE FAMILY MEMBER(S) ARRIVED/DEPARTED FOREIGN POST	NEW DUTY STATION	
DATE OCCUPIED/VACATED PERMANENT QUARTERS		
EMPLOYEE	FAMILY MEMBERS	
NAME(S) OF FAMILY MEMBER(S) INCLUDED IN CLAIM <i>(Show only eligible members of family included in travel authorization)</i>		

INSTRUCTIONS

Complete claim on SF 1190 and submit to the Civilian Personnel Office. Claim only actual expenses. Itemize all expenses.

Submit receipts for quarters expenses and laundry and dry cleaning costs other than when coin operated facilities are used.

Submit receipts for any individual meal which exceeds \$10 for Breakfast, \$10 for Lunch and \$15 for Dinner (less tip).

If expenses are claimed for temporary quarters occupied at different locations by the employee and family members use a separate expense itemization sheet for each location.

Occupancy of permanent quarters occurs when the employee or any member of the family starts occupying the permanent quarters.

REMARKS OR EXPLANATION

EMPLOYEE SIGNATURE

DATE

