

TQSA - Temporary Quarters Subsistence Allowance Worksheet (DSSR 120)

Employees should refer to their agency-specific regulations in addition to DSSR section 120 to compute the TQSA which should be claimed on Standard Form (SF) 1190 (“Foreign Allowances Application, Grant and Report”, Rev. 1/98). This worksheet includes information necessary to process the claim for TQSA and is reproducible locally.

1. Employee name (Last, First, Middle initial)		2. Agency	
3. Current post/Country of assignment/Locality code		4. Date of arrival	
5. Next post of assignment if TQSA precedes final departure from current post			
6. TQSA Commencement date		7. TQSA termination date	

To calculate amounts, use per diem rate for foreign post of assignment found in DSSR Section 925 (“Per Diem Supplement”) in effect during the month of the claim. Per diem rates may change monthly.

8. Use the following table to calculate maximum daily rate allowed for days 1 through 30 upon first arrival at post. This table should also be used for days 1 through 30 upon final departure from post. If excessive lodging costs pertain, refer to DSSR Sections 123.36 and 124.34 for possible continued use of this table. If no-cost quarters are occupied, maximum daily family rates shall not exceed 50% of maximums. Agencies may have further restrictive policies if no-cost quarters include cooking and laundry facilities (see DSSR 122.3).

Per Diem Rate in effect during this claim period: _____

$$\text{Occupant(s)} \times \text{Percentage allowed} = \text{Maximum Allowed}$$

Initial occupant	1	75% of Per Diem	\$
Family members 12 & over		50% of Per Diem	\$
Family members under 12		40% of Per Diem	\$
Maximum daily family rate for this period			\$

9. Use the following table for days 31 through 60 upon first arrival at post and, with agency approval, for days 31 through 60 upon final departure from post.

Per Diem Rate in effect during this claim period: _____

$$\text{Occupant(s)} \times \text{Percentage allowed} = \text{Maximum Allowed}$$

Initial occupant	1	65% of Per Diem	\$
Family members 12 & over		45% of Per Diem	\$
Family members under 12		35% of Per Diem	\$

	Maximum daily family rate for this period	\$
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10. Use the following table for days 61 through 90 upon first arrival and, with agency approval, days 91 through 150. This table should also be used, with agency approval, for days 61 through 90 upon final departure from post.

Per Diem Rate in effect during this claim period: _____

Occupant(s) x Percentage allowed = Maximum Allowed

Initial occupant	1	55% of Per Diem	\$
Family members 12 & over		40% of Per Diem	\$
Family members under 12		30% of Per Diem	\$
		Maximum daily family rate for this period	\$

TQSA Actual Expense Worksheet (DSSR 120)

This worksheet may be used to record information used to claim this allowance on the SF-1190. Employees must submit lodging receipts. They must also submit a certified statement of daily meal laundry and dry cleaning expenses. Submit separate claims for each 30 day period.

11. Employee Name (Last, First, Middle Initial)

12. List foreign currency (indicated by “fc”) or U.S. Dollar amount paid. List exchange rate used under “Remarks”

Date	(A) Lodging	(B) Per Day Meal/Laundry/Dry Cleaning Statement	(C) Total per day (A+B)	(D) Maximum daily family rate (page 1)	(E) Maximum daily allowable (Lesser of C or D)
Total allowable expenses claimed this period					\$

13. Remarks

TQSA SHALL NOT BE PAID WITH POST ALLOWANCE AND MAY BE PAID WITH LQA IN LIMITED CIRCUMSTANCES (DSSR 124.1A). REIMBURSEMENTS ARE LIMITED TO ACTUAL EXPENSES INCURRED UP TO THE MAXIMUMS.

14. Employee Statement: I am attaching receipts for lodging expenses claimed above. I certify that the meal and laundry/dry cleaning expenses are accurate.

Employee's signature

Date