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MANPOWER & PERSONNEL FLIGHT FACT SHEET

OVERSEAS ALLOWANCES - ARRIVING OVERSEAS FROM US

GENERAL:

This Fact Sheet is intended to provide an overview on some of the overseas allowances that may be authorized for civilian employees when they first arrive overseas.

REGULATIONS: Department of State Standardized Regulations (DSSR): <http://aoprals.state.gov/> and the Joint Travel Regulation (JTR), Volume 2: <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

ALLOWANCES OVERVIEW:

- **FOREIGN TRANSFER ALLOWANCE (FTA) Predeparture Subsistence Expenses:**
 - HOW LONG: Only authorized for up to 10 days of temporary quarters in the US prior to final departure from previous post in the US.
 - HOW MUCH: Actual expenses for lodging and flat rate for meals/laundry expenses. Reduced rates for dependents. NOTE: Reimbursement cannot exceed maximum rates authorized.
 - HOW TO CLAIM: Submit Form SF1190 (Foreign Allowances Application, Grant and Report) together with your lodging bill to the overseas allowances section of the Ramstein Manpower & Personnel Flight (86 FSS/FSEC-R, DSN 480-5774). Itemized and paid lodging receipts are required!

- **TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA):**
 - HOW LONG: Up to 90 days starting with the day you move into temporary quarters.
 - HOW MUCH: Actual expenses for lodging and flat rate for meals/laundry expenses. Reduced rates for Dependents. NOTE: Reimbursement cannot exceed maximum rates authorized.
 - HOW TO CLAIM: Submit Form SF1190 (Foreign Allowances Application, Grant and Report) to the overseas allowances section of the Ramstein Manpower & Personnel Flight (86 FSS/FSEC-R, DSN 480-5774). First night's receipt is needed for estimated 30-day advances. Advances are transferred directly into bank account. Account is reconciled for actual expense payment. Itemized and paid lodging receipts are required for reconciliation. Overpayments are collected from regular paycheck in a lump-sum if possible.

NOTE: Please do not confuse TQSA with TQSE (Item #14a. on the PCS Order. TQSE is only authorized in the US!)

- **MISCELLANEOUS EXPENSE ALLOWANCE (MEA):** Covers miscellaneous expenses incurred when moving overseas, such as pet transportation, driver's license fees, realtor fees, etc.
 - HOW MUCH: Flat Rate (without receipts) is \$650 without dependents or \$1,300 with dependents. Itemized claims are limited to 1 week's basic annual salary without dependents and 2 week's basic annual salary with dependents and require paid receipts.
 - HOW TO CLAIM: If you transferred from another base, MEA is claimed on your Travel Voucher with the Ramstein Finance Office (Bldg 2108, DSN 480-5548/5549). If it is First Duty Station Travel, MEA is claimed at the overseas allowances section of the Ramstein Manpower & Personnel Flight (86 FSS/FSEC-R, DSN 480-5774).
- **SEPARATE MAINTENANCE ALLOWANCE (SMA):** SMA is designed to help an employee who is compelled by reasons of dangerous, notably unhealthful or excessively adverse living conditions at the foreign post of assignment, for the convenience of the Government, or because of family considerations, to defray the additional expense of maintaining family members at another location. If you believe that you qualify for this allowance, please submit your request (full justification in memo format) including any applicable supporting documentation to the overseas allowances section of the Ramstein Manpower & Personnel Flight (86 FSS/FSEC-R, DSN 480-5774) for a determination.
- **OTHER ALLOWANCES:** A full briefing on all applicable overseas allowances will be provided during the overseas allowances inprocessing appointment (approx. 1 hour). Check with your sponsor to see if he/she has scheduled an appointment for you with the overseas allowances section of the Ramstein Manpower & Personnel Flight (86 FSS/FSEC-R, DSN 480-5774). At that time you will also be provided additional information on the following:
 - How to request a Salary Advance.
 - How much your Living Quarters Allowance (LQA) will be and how you request payment. **IMPORTANT:** Retain all receipts from your permanent quarters! LQA accounts are reconciled after the first year (mandatory).
 - How to start your Post Allowance (PA) payment. **NOTE:** PA is not authorized while receiving TQSA.
- **PROPERTY MANAGEMENT SERVICES (PMS):** Please check your Permanent Change of Station (PCS) Order to see if PMS is authorized and contact the program managers directly or the Ramstein Finance Office (Bldg 2108, DSN 480-5548/5549) to apply.
- **NOT AUTHORIZED:** The following commonly requested expenses are not authorized:
 - Rental Car
 - More than one POV Shipment
 - Real Estate Expenses