



Current as of: 27 Aug 2012

MANPOWER & PERSONNEL FLIGHT FACT SHEET

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 are returning to the US from an overseas post.

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:

- **LIVING QUARTERS ALLOWANCE (LQA):** Contact the overseas allowances section of the Ramstein Manpower & Personnel Flight (86 FSS/FSEC-R, DSN 480-5774) as soon as you find out about your PCS, to see if a reconciliation of your LQA is required prior to your departure.

- **TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA):**

-- Contact the overseas allowances section of the Ramstein Manpower & Personnel Flight (86 FSS/FSEC-R, DSN 480-5774) approx. 45 days prior to your departure for a TQSA Outprocessing Package including authorized amounts.

-- **HOW LONG:** Up to 30 days prior to departure from overseas post, 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 forms from TQSA Outprocessing Package to the overseas allowances section of the Ramstein Manpower & Personnel Flight (86 FSS/FSEC-R). Itemized and fully paid lodging receipts are required!

- **TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE):** Discretionary Allowance. Has to be authorized by gaining agency on the Travel Order. If authorized, employee has choice to claim 2 different ways:

-- **(1) ACTUAL EXPENSE:**

-- **HOW LONG:** Up to 60 days

-- **HOW MUCH:** First 30 days actual expenses, capped at standard CONUS per diem rate. Second 30 days, 75% of standard CONUS per diem rate. Reduced rates for dependents. Receipts needed.

-- (2) FIXED RATE:

-- HOW LONG: 30 days. No extensions authorized!

-- HOW MUCH: Employee 75% of local per diem rate, dependents 25% of local per diem rate. No receipts needed.

-- Both methods are claimed on a travel voucher at your gaining base.

- **MISCELLANEOUS EXPENSE ALLOWANCE (MEA):** Covers miscellaneous expenses incurred when PCSing, such as driver's license fees, utility connection 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.

-- HOW TO CLAIM: MEA is claimed on your travel voucher. Please contact the Travel Pay Section (Finance Office) at your gaining base.

- **PROPERTY MANAGEMENT SERVICES:** Check your PCS Orders to see if you are eligible for these services.

- **REAL ESTATE EXPENSES:** Authorized ONLY if employee returns from overseas assignment to a DIFFERENT duty location in the US than the one he/she originally came from.

- **SALARY ADVANCE:** Not authorized when returning stateside.