## FTA - Foreign Transfer Allowance Worksheet (DSSR 240)

Allowable expenses under the Foreign Transfer Allowance are calculated here to process a claim on the SF-1190. This worksheet is reproducible locally. See guidelines on the reverse side of this page.

l. Employee nar	me (Last, First, MI)			2. Agency				
3. Miscellaneous expense portion  Flat rate (no receipts required)  Without family \$500  With family \$1,000				Itemize (DSSR 241.2a, receipts required) Without family: lesser of one week's salary or GS-13, step 10 With family: lesser of two weeks' salary or GS-13, step 10				
4. Wardrobe e	xpense portion	Previous or next	t post & ti	ransfer zone				
			Curr	ransfer zone rent post & transfer zone				
Employee w/o F	Family Em	ployee with one elig	gible fami	lly member En	nployee with t	wo or more eli	gible family members	
(DSSR 242.3b). H	For "partial flat rate m	ethod" see DSSR 24	2.3a.] Ta	s set up to accommodate the xes on lodging may be rein liculation:	mbursed in ad	ual subsistence Idition to maxi	method" mums.	
allowed		Occupant(s)	х	Percentage Allowe		= Maxi	mum	
Initial occupa	ınt	1	100% of Per Diem		<u> </u>	\$		
	pers 12 & over		75% of Per Diem			\$		
Family memb			50% of Per Diem			\$		
				Maximum daily t	family rate	\$		
Date	Date (A) Lodging		(B) Per Day Meal/Laundry/Dry Cleaning Statement		Maximum	D) daily family ate	(E) Maximum daily allowable (lesser of C or D)	
<del></del>								
				Total	allowable exp	enses claimed		
6. Lease pena Lesser of :	Ity expense portion penalty per terms of lea	ase		or three months' rent				
unusual conditio actions by the en of the intent to to sublease or assig	ons fully beyond the con inployee to seek a curtail erminate the lease after it	trol of the employee; Iment of the assignment receiving an official r ) both the employee a	and (b) the ent for tran notice of tr	e termination of the lease an asfer or promotion; and (c) t	nd departure of he employee w le steps were ta	the employee d as not negligen aken by the emp	ns by the employing agency and to id not result from any specific t in promptly notifying the landlor loyee to dispose of the quarters by penalty by delaying the	
Authorizing offi	cial's signature					Date		
7. Remarks								
8. Employee st	atement: I certify that	the amounts claimed	are actual	costs incurred or those for v	which I am elig	gible.		
Employee's sign	nature 160 - Worksheets (TL:SI	R 599 5/20/01 )				FTA	Date - page 1 of 2	

9. Guidelines for the Foreign Transfer Allowance:  ⇒ See special definition for "United States" for this Chapter (DSSR 241.1c)  ⇒ Consists of four parts: (a) Miscellaneous expense portion (b) Wardrobe expense portion (c) Predeparture subsistence expense portion (d) Lease penalty expense portion   Miscellaneous expense portion:   Two ways to claim: (1) Flat rate or (2) Itemization  Flat rate: No receipts required; \$500 without family; \$1,000 with family  Itemization: Receipts required; limits are based on salary (DSSR 242.1); allowable expenses lise 241.2a  May be paid between U.S. and foreign location or between two foreign locations	
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(d) Lease penalty expense portion  Miscellaneous expense portion:   → Two ways to claim: (1) Flat rate or (2) Itemization  ⇒ Flat rate: No receipts required; \$500 without family; \$1,000 with family  ⇒ Itemization: Receipts required; limits are based on salary (DSSR 242.1); allowable expenses list 241.2a	
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241.2a	ted in DSSR
⇒ May be paid between U.S. and foreign location or between two foreign locations	
Wardrobe allowance:	
⇒ Paid only when transferring across two transfer zones (1 to 3 or 3 to 1)	
⇒ May be paid between two foreign locations or between certain non-foreign areas outside conter	minous U.S.
and foreign locations	
⇒ Never paid from conterminous US (48 contiguous states + the District of Columbia) which is ze	one 2
⇒ Zones for foreign areas found in DSSR 920, column 4	
⇒ Zones for non-foreign areas found in DSSR 242.2b	
⇒ Paid as a Flat rate - no receipts required	
⇒ Amount depends on family size (see DSSR 242.2b for current rates)	
Predeparture subsistence expense portion:	
⇒ Paid only when transferring from post in United States (DSSR 241.1c) to post in foreign area	
⇒ Based on per diem for post of assignment in U.S. regardless of where days are spent	
⇒ Paid up to ten days before final departure to foreign post	
⇒ Ten days may be spent anywhere in U.S., however, final departure must be from U.S. post of a	ssignment
Totally Actual Subsistence Method: receipts required for lodging; plus certified meal/laundry/c	
statement (no receipts required)	ny oroaning
⇒ Partial Flat Rate Method: receipts required for only lodging	
Lease penalty expense portion:	
⇒ May be paid from either a post in the U.S. to a foreign area or between posts in foreign areas	
Authorizing official must certify in writing to five statements in DSSR 242.4 (statement also or	nage 1 of
FTA worksheet)	page i oi
⇒ Amount allowed limited to terms of lease or three months' rent, whichever is less	