

# HROM FACTSHEET

## Temporary Quarters Subsistence Allowance

*Issued: July 2017*

### This Fact Sheet:

- Defines TQSA and its purpose
- Provides highlights on TQSA eligibility and rate calculations
- Explains how and when to submit TQSA requests

### Background

Temporary Quarters Subsistence Allowance (TQSA) is intended to assist with temporary and reasonable temporary lodging, meals, laundry and dry cleaning in a foreign area when an employee first arrives at a new post and permanent quarters are not yet available, or when an employee is preparing to depart the post permanently and must vacate residential quarters.

### Highlights

- TQSA is granted for a period not to exceed 90 days (in 30 day increments) after first arrival at a new post in a foreign area or a period ending with the occupation of permanent quarters; or for a period not to exceed 30 days immediately preceding final departure from the post subsequent to the necessary vacating of residence quarters.
- TQSA payment is based upon **actual expenses** for lodging, meals, and incidentals, not to exceed the employee's daily TQSA maximum. The TQSA maximum is determined by location, date of travel, family size and age, as well as the number of days in TQSA (1<sup>st</sup> 30 days, 2<sup>nd</sup> 30 days, or 3<sup>rd</sup> 30 days). An employee is required to maintain, certify, and submit a daily log of actual expenses. Receipts are required to be submitted for all lodging expense and for meals and incidental payments over \$75.
- There are two ways to submit a TQSA claim.
  - (1) An employee may request an advance of the lodging portion if temporary quarters will be occupied for the full 30 day period. The employee is required to submit a TQSA settlement reconciliation for the remaining expenses upon vacating temporary quarters or completing 30 days, whichever occurs first.
  - (2) An employee may request TQSA settlement reimbursement upon completing temporary quarters or each 30 days, whichever occurs first.
- An employee cannot receive post allowance while receiving TQSA. An employee may receive TQSA and Living Quarters Allowance at the same time when departing the post only with agency permission for unusual circumstances described in DSSR 124.1 and 132.41a.

### Process & Required Documents

An employee is required to submit the following to his or her assigned HR Specialist or [SMB\\_HQMC\\_HROM\\_OVERSEAS@USMC.MIL](mailto:SMB_HQMC_HROM_OVERSEAS@USMC.MIL) to request TQSA payment.

- [Foreign Allowances Application, Grant and Report \(SF-1190\) TQSA Worksheet \(DSSR-120\)](#)
- **HROM TQSA Worksheet Addendum**
- **Hotel Reservation Confirmation that include price per night**
- **Any receipts for meals/incidentals over \$75**

### Payment of TQSA

- Once received by HR, TQSA advance requests are paid within to two pay periods through direct deposit. TQSA claims generally take up to two pay periods to process and are paid in a lump sum amount on the Leave and Earnings Statement (LES).

## Frequently Asked Questions

### Q. How is TQSA Calculated? Will I receive the maximum per diem rate for TQSA?

A. No. TQSA is paid based upon **actual** expenses, not to exceed the daily maximum amount. To calculate the daily maximum, first identify the [maximum per diem rate](#) authorized for the specific overseas duty location.

- For the first 30 days calculate the total of:
  - Employee: 1 x 75% of the per diem rate
  - Family Members 12 and Over: # of members x 50% of the per diem rate
  - Family Members Under 12: # of members x 40% of the per diem rate
- For the second 30 days calculate the total of:
  - Employee: 1 x 65% of the per diem rate
  - Family Members 12 and Over: # of members x 45% of the per diem rate
  - Family Members Under 12: # of members x 35% of the per diem rate
- For the third 30 days calculate the total of:
  - Employee: 1 x 55% of the per diem rate
  - Family Members 12 and Over: # of members x 40% of the per diem rate
  - Family Members Under 12: # of members x 30% of the per diem rate

### Q. Are receipts required?

A. Yes. An employee should retain all copies of paid receipts for all lodging and any meals, laundry, and dry cleaning expenses. Receipts are required to be submitted for all lodging and any meals or incidentals over \$75. Additionally, receipts may be required for any meals which appear to be extravagant.

### Q. What expenses are eligible under TQSA?

A. Expense of transportation and other expenses not directly related to lodging, meals and laundry/dry cleaning of clothes are not reimbursable under this allowance. Parking fees are not an eligible expense under TQSA.

### Q. What if my spouse and I are both government civilian employees stationed at the same post and eligible for TQSA?

A. Each married couple employee or domestic partnership employee may be granted the "initial occupant" rate under Sections 123 and 124, but only one employee may be granted applicable amounts for any additional family members. Alternatively, the couple may agree to consider one spouse or domestic partner as a family member only.

## Additional Information

Human Resources Organizational Management, Headquarters United States Marine Corps

<http://www.hqmc.marines.mil/hrom/>

Department of State Standardized Regulations [https://aoprals.state.gov/content.asp?content\\_id=231&menu\\_id=92](https://aoprals.state.gov/content.asp?content_id=231&menu_id=92)

DoD Financial Management Regulation (FMR) 7000.14-R Volume 8, Chapter 3

[http://comptroller.defense.gov/Portals/45/documents/fmr/Volume\\_08.pdf](http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_08.pdf)

## Still need assistance?

For additional questions or assistance with the SMA or any Foreign Allowances, contact your servicing HR Specialist or [smb\\_hqmc\\_hrom\\_overseas@usmc.mil](mailto:smb_hqmc_hrom_overseas@usmc.mil)