



CIVILIAN PERSONNEL FLIGHT FACT SHEET

Current as of: 30 September 2019

OVERSEAS ALLOWANCES - ARRIVING OVERSEAS FROM CONUS

General: This Fact Sheet is intended to provide some important information on allowances/entitlements that may be authorized for civilian employees arriving overseas.

Regulations: Department of State Standardized Regulations (DSSR): <https://aoprals.state.gov/>
Joint Travel Regulations (JTR): <http://www.defensetravel.dod.mil/site/travelreg.cfm>

Allowances Overview: A full briefing on all applicable overseas allowances/entitlements will be provided during the face-to-face overseas allowances in-processing appointment (~1 hour). Please ensure you are scheduled for this briefing within the first pay period after your arrival. Your servicing staffing specialist at the Ramstein Civilian Personnel Flight (CPF) will normally set up this appointment for you with the allowances section. Contact info below.

- **Foreign Transfer Allowance (FTA)**
 - **How long:** Up to 10 days for temporary quarters in the US **prior to final departure** from US post, **it is not intended for temporary quarters enroute to the new duty station!**
 - **How much:** Actual expenses for lodging plus flat rate for meals/laundry expenses. Reduced rates for dependents. Reimbursement will not exceed authorized rates
 - **How to claim:** Submit SF1190 with itemized and paid lodging receipts to the overseas allowances section of the Ramstein CPF

- **Temporary Quarters and Subsistence Allowance (TQSA) (not TQSE!):**
 - **How long:** Up to 90 days starting on the first day in temporary quarters at overseas duty station
 - **How much:** Actual expenses for lodging and flat rate for meals/laundry expenses. Reduced rates for Dependents. Reimbursement will not exceed authorized rates
 - **How to claim:** Submit SF1190 to the overseas allowances section of the Ramstein CPF along with an advance lodging receipt for one night as a basis for calculating the 30-day advance estimates. TQSA ends when permanent quarters are occupied. Advances are then reconciled with actual expenses. Itemized and paid lodging receipts are required for reconciliation. Discrepancies are settled by DFAS

- **Living Quarters Allowance:** Covers up to 100% of rent and utility expenses for eligible employees in permanent quarters. Eligibility determinations are made prior to official job acceptance
 - **How long:** For the duration of overseas tour of duty
 - **How much:** Actual expenses for rent and utilities up to maximum rate (depends on grade/family size).
 - **How to claim:** Submit the following to the overseas allowances section of the Ramstein CPF:
 - LQA worksheet (provided at the in-processing briefing)
 - Rental contract approved by the 786 CES Housing Office
 - Utility Tax Avoidance Program (UTAP) sign-up sheet

- **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 or
 - Itemized claims limited to 1 week's basic annual salary without dependents or 2 week's basic annual salary with dependents
 - **How to claim:** Submit a travel voucher to finance

- **Separate Maintenance Allowance (SMA):** This allowance is intended to defray the additional expense of maintaining family members at another location in cases where compelling reasons prevent families from staying together (e.g. dangerous, notably unhealthful or excessively adverse living conditions, or other considerations).
 - **How long:** As required but NTE initial tour
 - **How much:** Depends on number of family members and age of children
 - **How to claim:** If you believe you qualify for this allowance, submit a detailed justification memo, with supporting documentation (e.g. medical statements, school statements etc.) to the Ramstein CPF. Determination is made locally

- **Post Allowance (PA):** Every full-time employee is entitled to receive this cost of living allowance.
 - **How long:** Starts when permanent quarters are occupied – for the duration of the overseas tour
 - **How much:** Depends on base salary, number of family members and varies with the currency exchange rate
 - **How to claim:** Submit an SF1190 to CPF to start PA payment

- **Property Management Services (PMS):** Allowance intended to reimburse cost of PMS for residence in CONUS. Must be authorized on the PCS travel orders.
 - **How long:** Starts with date of transfer and ends with transfer back to CONUS
 - **How much:** Up to 10% of monthly rental amount or of established monthly rental value
 - **How to claim:** Submit a travel voucher for the PMS claim with bill from the rental agency, copy of the PCS orders and proof of rent amount to Finance

- **Salary Advance:** Intended to help cover upfront moving expenses. Is normally paid within 8-10 days.
 - **How long:** May be requested within sixty days of arrival. Payback within 26 pay periods
 - **How much:** Up to 3 months basic salary
 - **How to claim:** Submit an SF1190 to CPF

- **Not Authorized:** The following commonly requested expenses are not authorized:
 - Rental Car
 - More than one POV Shipment
 - Real Estate Expenses