



CIVILIAN PERSONNEL SECTION FACT SHEET

Current as of: 1 October 2016

OVERSEAS ALLOWANCES – RETURNING TO CONUS

General: This Fact Sheet is intended to provide some important information on allowances/entitlements that may be authorized for civilian employees when returning to CONUS from an overseas assignment.

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: Contact the overseas allowances section of the Ramstein Civilian Personnel Section (CPS) NLT 45 days prior to your planned departure to set your allowance actions in motion

- **Living Quarters Allowance (LQA):** LQA recipients must contact the overseas allowances section of the Ramstein CPS to perform a reconciliation of LQA if required prior to departure
- **Temporary Quarters and Subsistence Allowance (TQSA):**
 - Obtain a TQSA Out-processing Package (including authorized rates) from the CPS
 - **How long:** Up to 30 days prior to departure, starting with the first day in temporary quarters
 - **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 forms from TQSA Out-processing Package to the overseas allowances section of the Ramstein CPS. Itemized and fully paid lodging receipts are required
- **Temporary Quarters and Subsistence (TQSE):** Discretionary Allowance. Must be authorized by gaining agency on the travel order. If authorized, employee may choose between two different methods:
 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 required
 - **How to claim:** Submit a travel voucher to finance at your gaining base
 2. **Fixed Rate:**
 - **How long:** 30 days. No extensions authorized
 - **How much:** Employee 75%/Dependents 25% of local per diem rate. Receipts not required
 - **How to claim:** Submit a travel voucher to finance at your gaining base
- **Miscellaneous Expense Allowance (MEA):** Covers expenses incurred when PCSing, e.g. driver's license fees, utility connection fees, etc. Must be authorized by gaining agency on the travel order
 - **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 at your gaining base
- **Salary Advance:** Not authorized when returning stateside