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/

Allowances Overview: Contact the overseas allowances section of the Ramstein Civilian Personnel Flight (CPF) 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 CPF
  - **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 CPF. 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. Also discretionary! 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