



CIVILIAN PERSONNEL FLIGHT FACT SHEET

Current as of: 2 Mar 2021

TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA) FOR OUT-PROCESSING EMPLOYEES

General: TQSA may be granted to eligible employees and family members for the reasonable cost of occupying a temporary lodging facility (TLF) at the time of travel to another assignment or separation. It is intended to cover the average cost of adequate, but not elaborate or unnecessarily expensive accommodations in a hotel, pension, or other transient-type quarters at **THE POST OF ASSIGNMENT** (50 miles radius acceptable), plus reasonable meal and laundry expenses. Please note the following:

- Available for a maximum of 30 days prior to departure, **but before the EOD date at the new duty station**
- **Atch 1** shows your maximum entitlement based on current rates and your family size. Please note rates may change without notice
- Living Quarters Allowance (LQA) ends the day of the move into TLF. An overlap of up to five days may be approved to facilitate cleaning of permanent quarters after moving out. The **Landlord Statement** must be completed and signed by the landlord and submitted to CPF to approve an overlap. Overlap is not possible if you own your residence
- Submit Standard Form **SF1190** and the **TQSA daily worksheet**. Make sure to list all dependents on your PCS orders and occupying the TLF
- Paid receipts are required for lodging cost only – **submit all documents prior to departure** to ensure prompt reimbursement. Failure to submit receipts before departure may lead to complications in receiving reimbursements. Payments will either be made with the final salary payout or received via check in the mail. **Make sure you update your forwarding address in MyPay prior to departure**
- Lodging reimbursements will be limited to use of commercial TLFs or on-base lodging only. No lodging reimbursement for use of private accommodation (family/friends etc.)
- Any changes in family size, quarters selection or other circumstances pertinent to the temporary lodging arrangements are to be reported to the CPF soonest (contact info below)

Regulations: Department of State Standardized Regulations (DSSR): <https://aoprals.state.gov/>