



# CIVILIAN PERSONNEL FACT SHEET

## OVERSEAS ALLOWANCES ARRIVING OVERSEAS FROM US

*Current as of: 01 Sep 2007*

### **GENERAL:**

This Fact Sheet is intended to provide an overview on some of the overseas allowances that may be authorized for civilian employees when they first arrive overseas.

**REGULATIONS:** Department of State Standardized Regulations (DSSR): <http://aoprals.state.gov/> and the Joint Travel Regulation (JTR), Volume 2: <https://secureapp2.hqda.pentagon.mil/perdiem/>

### **ALLOWANCES OVERVIEW:**

#### **- FOREIGN TRANSFER ALLOWANCE (FTA) Predeparture Subsistence Expenses:**

-- HOW LONG: Only authorized for up to 10 days of temporary quarters in the US prior to final departure from previous post in the US.

-- HOW MUCH: Actual expenses for lodging and flat rate for meals/laundry expenses. Reduced rates for Dependents. NOTE: Reimbursement cannot exceed maximum rates authorized.

-- HOW TO CLAIM: Submit Form SF1190 (Foreign Allowances Application, Grant and Report) to the overseas allowances section of the Civilian Personnel Office (435 MSS/DPCS, DSN 480-5774). Itemized and paid lodging receipts are required.

#### **- TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA):**

-- HOW LONG: Up to 90 days starting with the day you move into temporary quarters.

-- HOW MUCH: Actual expenses for lodging and flat rate for meals/laundry expenses. Reduced rates for Dependents. NOTE: Reimbursement cannot exceed maximum rates authorized.

-- HOW TO CLAIM: Submit Form SF1190 (Foreign Allowances Application, Grant and Report) to the overseas allowances section of the Civilian Personnel Office (435 MSS/DPCS, DSN 480-5774). First night's receipt needed for estimated 30-day advances. Advances are transferred directly into bank account. Account is reconciled for actual expense payment. Itemized and paid lodging receipts required for reconciliation. Overpayments are collected from regular paycheck in a lump-sum if possible.

**- MISCELLANEOUS EXPENSE ALLOWANCE (MEA):** Covers miscellaneous expenses incurred when moving overseas, such as driver's license fees, utility connection fees, etc.

-- **HOW MUCH:** Flat Rate (without receipts) is \$500 without dependents or \$1,000 with dependents. Itemized claims are limited to 1 week's basic annual salary without dependents and 2 week's basic annual salary with dependents.

-- **HOW TO CLAIM:** If you transferred from another base, MEA is claimed on your Travel Voucher. Please contact the Travel Pay Section at the Finance Office (Bldg 2108, DSN 480-5548/5549) for an appointment. If it is a First Duty Station Travel, MEA is claimed at the overseas allowances section of the Civilian Personnel Office (435 MSS/DPCS, DSN 480-5774).

- **SEPARATE MAINTENANCE ALLOWANCE (SMA):** SMA is designed to help an employee who is compelled by reasons of dangerous, notably unhealthful or excessively adverse living conditions at the foreign post of assignment, or for convenience of the Government, or because of family considerations, to defray the additional expense of maintaining family members at another location. If you believe that you qualify for this allowance, please submit your request (full justification in memo format) including any applicable supporting documentation to the overseas allowances section of the Civilian Personnel Office (435 MSS/DPCS, DSN 480-5774) for a determination.

- **OTHER ALLOWANCES:** A full briefing on all applicable overseas allowances will be provided during the overseas allowances inprocessing appointment (approx. 1 hour). Check with your sponsor to see if he/she has scheduled an appointment for you with the overseas allowances section of the Civilian Personnel Office (435 MSS/DPCS, DSN 480-5774). At that time you will also be provided additional information on the following:

-- How to request a Salary Advance.

-- How much your Living Quarters Allowance (LQA) will be and how you request payment. **IMPORTANT:** Retain all receipts from your permanent quarters! LQA accounts are reconciled after the first year (mandatory).

-- How to start your Post Allowance (PA) payment. **NOTE:** PA is not authorized while receiving TQSA.

- **NOT AUTHORIZED:** The commonly requested expenses are not authorized:

-- Rental Car.

-- More than one POV Shipment.

-- Real Estate Expenses.

- **PROPERTY MANAGEMENT SERVICES:** Please check your Permanent Change of Station (PCS) Orders to see if Property Management Services are authorized and contact the program managers directly to apply.