

**TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)
18 FSS/FSMCE**

1. As defined by the Department of State Standardized Regulations (DSSR), TQSA is an allowance granted to an employee for the reasonable cost of temporary lodging, meals and laundry/dry cleaning expenses to include tax, service charges and tips incurred by the employee and/or family members.
2. TQSA is intended to assist in covering the average cost of adequate but not elaborate or unnecessarily expensive accommodations in a hotel, pension or other transient quarters at the post of assignment, plus reasonable meal and laundry expenses.
3. Only actual subsistence expenses incurred, which are reasonable in amount and incident to the occupancy of temporary quarters, shall be reimbursed. This essentially limits TQSA to those meal expenses you incur over and above what your normal expenses would be, were it not for the fact that you are in temporary quarters. For example, TQSA will normally only cover breakfast, lunch and dinner. Sodas, candy bars, and other snacks eaten throughout the day are not incident to occupying temporary quarters; consequently, it's inappropriate to include the cost of those items in your claim.
4. Receipts are required for expenses claimed for TQSA, to include lodging, laundry and meals. In order to receive reimbursement for lodging and laundry expenses, receipts must be submitted with the worksheet. Even though receipts are not required to be turned in with your claim worksheet for meal amounts less than the threshold, a claim for the flat rate maximum w/o receipt amount may trigger an audit in which receipts may be requested to support the claimed amounts. You are advised to retain your receipts in the event of an audit for at least 3 months after your last TQSA claim.
5. TQSA does not give license to overindulgence and extravagance at government expense. We are obliged to reimburse only reasonable expenses. Presentation of receipts is not in itself sufficient reason to warrant 100 percent reimbursement if the meals are unnecessarily expensive. This is not to say that you can't eat an occasional lunch or dinner at a nice restaurant. But if it appears that the allowance is being abused, you may find that you were dining largely at your own expense.

I have read and understand paragraphs 1 through 5 above. I understand that receipts are required for expenses claimed for TQSA.

Name: _____ Date: _____

Signature: _____

RECEIPTS REQUIREMENTS

Receipts are not required for any single meal, per person that does not exceed those meal rates.

MEAL RATES:

	ADULT	CHILD (Age 12 and below)**
BREAKFAST:	\$6.00	\$5.00
LUNCH:	\$10.00	\$6.00
SUPPER:	\$15.00	\$10.00

Receipts are required for expenses claimed for TQSA to include lodging and laundry, and for any single meal purchase that exceeds the above rates. Claims for meal reimbursements must be for the actual amount of the meals even though receipts are not required at the time the reimbursement worksheet is submitted. In other words, **do not submit a claim for an adult for a flat \$6, \$10, and \$15 for each respective meal for each day, etc.**

** Adult Meal Rates apply to children whose ages are 13 and older.

I understand that I will claim actual expenses, and receipts are required for meals, per person, that exceed the meal rates shown above. I further understand that receipts are required for lodging and laundry.

Signature: _____ Date: _____

OFF-BASE TEMPORARY QUARTERS REFERENCE

<u>HOTEL</u>	<u>PHONE NO.</u>	<u>PRICE PER NIGHT</u>	<u>PET ALLOWED</u>
Hamagawa Lodge	936-7139	¥11,000 ~	Yes
Crown Hotel	933-2551	¥8,000 ~	No
Eagle Apartment	936-3651	¥10,000 ~	Yes
Hotel New Centry	933-5599	¥9,500 ~	No
Hotel Grand Mer.	931-1500	¥9,500 ~	No