

**TQSA - Temporary Quarters Subsistences Allowance Worksheet (DSSR 120)**

Employees should refer to their agency-specific regulations in addition to DSSR section 120 to compute the TQSA which should be claimed on Standard Form (SF)1190 ("Foreign Allowances Application, Grant and Report", Rev. 1/98). This worksheet includes information necessary to process the claim for TQSA and is reproducible locally.

1. Employee name (Last, First, Middle initial)	2. Agency	3. Current post/Country of assignment/Locality code
4. Date of arrival	5. Next post of assignment if TQSA precedes final departure from current post	
6. TQSA Commencement date	7. TQSA termination date	

To calculate amounts, use per diem rate for foreign post of assignment found in DSSR Section 925 ("Per Diem Supplement") in effect during the month of the claim. Per diem rates may change monthly.

[https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
JAPAN	Okinawa Prefecture	15-Sep	30-Apr	168	103	271	N/A	6/1/2018

8. Use the following table to calculate maximum daily rate allowed for days 1 through 30 upon first arrival at post. This table should also be used for days 1 through 30 upon final departure from post. If excessive lodging costs pertain, refer to DSSR Section 123.36 and 124.34 for possible continued use of this table. If no-cost quarters are occupied, maximum daily family rates shall not exceed 50% of maximums. Agencies may have further restrictive policies if no-cost quarters include cooking and laundry facilities (see DSSR 122.3).  
**DSSR:** [https://aoprals.state.gov/content.asp?content\\_id=239&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=239&menu_id=78)

**Per Diem Rate in effect during this claim period: Total: \$447.15 Lodging: \$277.20 Meals: \$169.95**

Occupants (s) X Percentage allowed = Maximum Allowed			Lodging	Meals	Total Perdiem
Initial Occupant	1	75% of Per Diem	\$126.00	\$77.25	\$203.25
Family members 12 & over	1	50% of Per Diem	\$84.00	\$51.50	\$135.50
Family members under 12	1	40% of Per Diem	\$67.20	\$41.20	\$108.40
Maximum daily family rate for this period			\$277.20	\$169.95	\$447.15

9. Use the following table for days 31 through 60 upon first arrival at post and, with agency approval, for days 31 through 60 upon final departure from post.

**Per Diem Rate in effect during this claim period: Total: \$392.95 Lodging: \$243.60 Meals: \$149.35**

Occupants (s) X Percentage allowed = Maximum Allowed			Lodging	Meals	Total Perdiem
Initial Occupant	1	65% of Per Diem	\$109.20	\$66.95	\$176.15
Family members 12 & over	1	45% of Per Diem	\$75.60	\$46.35	\$121.95
Family members under 12	1	35% of Per Diem	\$58.80	\$36.05	\$94.85
Maximum daily family rate for this period			\$243.60	\$149.35	\$392.95

10. Use the following table for days 61 through 90 upon first arrival at post and, with agency approval, days 91 through 150. This table should also be used, with agency approval, for day 61 through 90 upon final departure from post.

**Per Diem Rate in effect during this claim period: Total: \$338.75 Lodging: \$210.00 Meals: \$128.75**

Occupants (s) X Percentage allowed = Maximum Allowed			Lodging	Meals	Total Perdiem
Initial Occupant	1	55% of Per Diem	\$92.40	\$56.65	\$149.05
Family members 12 & over	1	40% of Per Diem	\$67.20	\$41.20	\$108.40
Family members under 12	1	30% of Per Diem	\$50.40	\$30.90	\$81.30
Maximum daily family rate for this period			\$210.00	\$128.75	\$338.75