

OVERSEAS ALLOWANCES

PURPOSE:

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.

REFERENCE:

Department of State Standardized Regulations (DSSR): <http://aoprals.state.gov/>
Joint Travel Regulation (JTR), Vol 2: <http://www.defensetravel.dod.mil/perdiem/trvlregs.html>

OVERVIEW:

- **FOREIGN TRANSFER ALLOWANCE (FTA)** Pre-departure 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 Civilian Personnel Section (39 FSS/FSMC, DSN 676-6578). Itemized and 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 Civilian Personnel Section (39 FSS/FSMC, DSN 676-6578). 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, realtor fees, etc.
 - HOW MUCH: Flat Rate (without receipts) is \$650 without dependents or \$1300 with dependents. Itemized claims are limited to 1 week's basic salary without dependents and 2 week's basic salary with dependents.
 - HOW TO CLAIM: MEA is claimed on your PCS travel voucher.
- **SEPARATE MAINTENANCE ALLOWANCE (SMA):** SMA is designed to help an employee tours 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 Section (39 FSS/FSMC, DSN 676-6578) for a determination.

NOT AUTHORIZED: The following commonly requested expenses are not authorized:

- Rental Car
- More than one POV Shipment
- Real Estate Expenses
- LQA (Incirlik AB)