



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

AMIN-DAR (37)

22 SEP 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison {USAG} Daegu Policy Letter 21-75, Temporary Quarters Subsistence Allowance (TQSA)

1. References:

- a. Army Regulation 420-1, Army Facilities Management, dated 24 Aug 2012
- b. Joint Travel Regulations, Chapter 5, Permanent Duty Travel, Part F, PCS Allowances for Civilian Employees, 054205 Temporary Quarters Subsistence Allowance, dated 01 August 2021
- c. Department of State Standardized Regulations, Temporary Quarters Subsistence Allowance, dated 10 July 2016
- d. Defense Logistics Agency Web Site, Temporary Quarters Subsistence Allowance, as of 2 Aug 2021
- e. DOD 7000.14-R, Financial Management Regulation, Vol 9, Chapter 6 Permanent Change of Station, dated Feb 2021

2. Purpose: To prescribe policy and procedures for all civilian personnel assigned to USAG Daegu.

3. Applicability: This policy applies to all USAG Daegu staff elements.

4. Policy: TQSA is intended to assist in covering the cost of adequate but not elaborate or expensive accommodations in a hotel, pension, or other transient-type quarters at the post of assignment, plus reasonable meal and laundry expenses for a period not in excess of 90 days after first arrival at a new post of assignment in a foreign area. Command Officials approving allowance claims may require receipts and/or documentation for meals claimed under TQSA that they consider extravagant. Approving officials should examine all meal expenses carefully because the Comptroller General of the Government Accountability Office has found that the agency is not obligated to pay a claimant any amount for meal expenses, particularly when the claimant could not establish that the expenses were either actually or reasonably incurred.

AMIN-DAG-RM

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5. TQSA is a non-taxable supplement for employees traveling to/from an overseas duty location on official travel orders and authorized Living Quarters Allowance (LQA). This allowance covers expenses for lodging, meals, laundry and dry cleaning not to exceed maximum allowance. TQSA is granted for up to 30 days prior to departing the overseas duty station.
6. All Approving Officials (Directors and Special Staff Officers) will carefully examine the reasonableness of meal and laundry expenses before approving. They will be held accountable for any gross, obvious, conspicuous, blatant and/or unreasonable expenses submitted.
7. All Approving Officials will make sure justifications are in place when an employee exceeds 30 days upon departing the overseas duty station.
8. The Internal Review Office will review all TQSA worksheet items evaluating the reasonableness of the meal and laundry expenses submitted.
9. The Resource Management Officer or Budget Officer will review and certify requests for TQSA as correct and proper for payment.
10. All incoming personnel will use the government credit card for all purchases and payments while in a TQSA status and maintain their credit card statements for three years.
11. The point of contact is the Resource Management Officer at 763-6740.



BRIAN P. SCHOELLHORN
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