



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNIT 31401, BOX 42
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AMIM-ITR

23 June 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Italy Policy for Reimbursement of Temporary Quarter Subsistence Allowance (TQSA) and Miscellaneous Expense Allowance (MEA) for DAC Employees when PCSing In/Out of the Community

1. References:

- a. DoD Civilian Personnel Management System: Overseas Allowances and Differentials (Number 1400.25, Volume 1250)
- b. Department of State Standardized Regulations (DSSR), Section 120 (Temporary Quarters Subsistence Allowance)
- c. Joint Travel Regulation Chapter 5 – 0541 MISCELLANEOUS EXPENSE ALLOWANCE (MEA) and 054205 Temporary Quarters Subsistence Allowance (TQSA).
- d. Department of Defense Government Travel Charge Card Regulations as authorized by the DoDI 5154.31, Volume 4

2. USAG Italy establishes its procedures for requesting reimbursement for TQSA entitlements and MEA for Department of the Army Civilians (DAC) arriving and departing the Garrison through PCS travel in accordance with the references listed above.

3. The USAG Italy Resource Management Office (RMO) approves all requests for reimbursement for Temporary Quarters Subsistence Allowance (TQSA) and Miscellaneous Expense Allowance (MEA) when a DAC employee arrives or departs the Vicenza and Darby Military Communities. A complete claim must be submitted to the RMO for review and signature. A complete TQSA claim is comprised of completed form SF-1190, the TQSA worksheet, the TQSA Statement of Understanding (SOU), the TQSA Authorization Memo (provided to the employee by the servicing Civilian Personnel Activity Center (CPAC), all necessary receipts and a copy of the employee's orders. Upon signature, the RMO will submit the full TQSA package to Civilian Human Resources Agency (CHRA) for processing.

- a. When requesting reimbursement, the employee is required to submit copies of lodging bill/receipt, receipts for any individual meal \$75.00 and above, and all laundry

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and/or dry-cleaning receipts.

b. Ensure there are no alcohol beverages, personal items, or any costs for pets (to include the additional service charge at the lodge/hotel) as this is a personal cost to the employee.

NOTE: Employees should keep all receipts, including those under \$75, until receiving the TQSA payment in case of any discrepancy. In accordance with JTR Chapter 5, 0542, reviewers and Authorizing Official may ask for receipts to substantiate the claim for expenses under \$75 if any expense claimed appears to be unreasonable or may deny reimbursement of any questionable expense. Ensure receipts are an itemized list of purchases or service. A credit card statement is not a receipt.

4. Per the DSSR, "The temporary quarters subsistence allowance 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-type quarters at the post of assignment, plus reasonable meal and laundry expenses for a period not to exceed 90 days after first arrival at a new post of assignment in a foreign area, ending with the occupation of residence quarters, if earlier, or 30 days immediately preceding final departure from the post following necessary vacating residence quarters."

a. Upon arrival to post, USAG Italy provides 30 days of TQSA in order for the new employee to become acquainted with the area and begin the search for proper living accommodations. Additional TQSA support may be approved up to 90 days in total. TQSA beyond 90 days must be pre-approved, in writing, by the Garrison Commander.

b. At the end of each 30 days, a complete TQSA package must be submitted electronically to the Garrison RMO for review and approval.

c. The servicing CPAC representative for Garrison personnel requesting an advance against their TQSA will inform the employee of the requirements and will then forward the SF-1190 to the RMO for signature.

d. For personnel PCSing out of the Vicenza or Darby Military Communities, only ten (10) days of TQSA support is permitted unless pre-approved by the Deputy to the Garrison Commander or Garrison Commander.

5. Miscellaneous Expense Allowance (MEA).

a. MEA reimburses eligible DACs for various costs associated with a PCS that

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are not covered by other PCS allowances as listed in the JTR. Eligible DACs are authorized a flat rate MEA up to \$650 for employees with no command sponsored dependents and up to \$1,300 for employees with command sponsored dependents.

b. An advance of MEA funds is not authorized.

c. Reimbursement above the flat rate MEA, not to exceed the amount limit established in the JTR Chapter 5, may be considered by the Approving Official if the claim is justified with itemized receipts. JTR Chapter 5 Table 5-81 provides examples of those expenses that are considered reimbursable and non-reimbursable.

d. The approval authority for reimbursement above the flat rate MEA is the Director of Resource Management, Deputy to the Garrison Commander or Garrison Commander.

6. Mandatory Use of the Government Travel Charge Card for Permanent Change of Station (PCS) Expenses.

a. For those with an individually billed account (IBA), the individually billed account travel charge card will be used for all official relocation expenses.

b. Upon notification of PCS, individuals who possess an IBA will contact their local unit travel charge card Agency Program Coordinator (APC) to register into the PCS program. Accession and Separation PCS moves are excluded from the mandatory IBA use requirement.

c. Cardholders will benefit from the convenience of charge card use. The card eliminates the need to apply for an advance of travel entitlements and reduces the travelers' dependency on personal funds. The program also contains safeguards to prevent fear of delinquency and subsequent account suspension due to late payment.

7. All TQSA requests must be submitted in accordance with the aforementioned guidance.

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8. Point of contact for this policy memorandum is the DTS Budget Analyst, RMO, who may be contacted at 314-646-5583.



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DISTRIBUTION:
Electronic to all USAG Italy staff