



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY  
UNIT #15333  
APO AP 96205-5333

28 FEB. 2020.

IMYN-ZA

**UNITED STATES ARMY GARRISON YONGSAN – CASEY POLICY LETTER # 73**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Required Documentation for Temporary Quarters Subsistence Allowance (TQSA)

1. **REFERENCES:**

- a. Department of State Standardized Regulations (DSSR), Section 120
- b. USFK AK Regulation 690-10, Overseas Allowances, Benefits, and Entitlements

2. **PURPOSE:** The purpose of this policy memo is to ensure all U.S. Army Garrison (USAG) Yongsan - Casey personnel properly document the costs associated with Temporary Quarters Subsistence Allowance (TQSA). The proponent for this policy is the USAG Yongsan - Casey Command Group.

3. **DEFINITION:** Temporary Quarters Subsistence Allowance (TQSA) is a non-taxable supplement for employees traveling to/from an overseas duty location that are authorized Living Quarters Allowance (LQA). This allowance covers reasonable expenses for lodging, meals, laundry and dry cleaning not to exceed the maximum allowance.

4. **APPLICABILITY:** This policy applies to all Military and Civilian personnel assigned to USAG Yongsan - Casey.

5. **POLICY:** Effective immediately, for in- and out-processing employees, the Approving / Reviewing Official (supervisor) will require employees submitting TQSA claims to maintain ALL receipts and documentation in accordance with the Department of State Standardized Regulations (DSSR), Section 120 and this policy. TQSA is only authorized for ACTUAL EXPENSES incurred. Expenses will not be reimbursed for averages or estimates of expenses. Expenses for alcoholic beverages, pet food, pet fees in lodging and transportation are not authorized for TQSA. Tips and grocery purchases may be included for meals.

a. ALL EMPLOYEES that are Permanent Change of Station (PCS) status during in-processing **MUST** be provided a copy of this Policy Letter from their immediate supervisor or sponsor either prior to arrival to USAG Yongsan - Casey or the first day their TQSA begins.

IMYN-ZA

SUBJECT: Required Documentation for Temporary Quarters Subsistence Allowance (TQSA)

b. ALL EMPLOYEES that receive TQSA MUST retain ALL receipts that will be claimed for reimbursement.

c. Claim Process

(1) Employee will complete the following items for submission of claim for approval:

(a) Form SF-1190 as directed under Enclosure 1, Attachment "2 SF1190 Instructions\_TQSA In.pdf";

(b) Initial and certify Enclosure 1, Attachment "3 TQSA Statement of Understanding.pdf";

(c) Employee will complete daily actual costs worksheet included as Enclosure 1, Attachment "4 TQSA Itemized Worksheet";

(2) Employee will submit the completed aforementioned attachments to their Approving/Reviewing Official. In addition to the attachments, the employee MUST submit the following documentation:

(a) ALL hotel and lodging receipts;

(b) ALL laundry and dry cleaning receipts (except coin operated washer/dryer machines);

(c) ALL itemized receipts for each meal cost when the claim exceeds on a per meal per person basis: \$10 for Breakfast; \$10 for Lunch; and \$15 for Dinner.

Example: Employee with 3 dependents should submit itemized receipts that exceed:

1. \$40 for Breakfast (\$10 \* 4 family members);
2. \$40 for Lunch (\$10 \* 4 family members); and
3. \$60 for Dinner (\$15 \* 4 family members).

(d) Prior to final review, the Approving/Reviewing Official will coordinate with Resource Management for an initial review to ensure all documentation is correct and IAW this policy. Once the initial review is complete, the Approving/Reviewing Official MUST do a final review of the submitted documentation and either approve or disapprove claimed costs based on the aforementioned receipt criteria.

(e) After approval, the employee will submit all documents and supporting documentation to the cognizant Certifying Official for verification and Line of Accounting (LOA).

IMYN-ZA

SUBJECT: Required Documentation for Temporary Quarters Subsistence Allowance (TQSA)

(f) Upon final certification, the employee will submit the completed TQSA claim to CPAC Finance.

6. The point of contact for this policy is the USAG Yongsan - Casey Director of Resource Management.



MONICA P. WASHINGTON  
COL, LG  
Commanding