



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
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IMIT-RMB

28 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Italy Policy Memorandum #36 Policy on 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 5812 – Chapter 5 – Temporary Quarters Subsistence Allowance (TQSA)
- d. Joint Travel Regulation Chapter 5 – Permanent Duty Travel – 5814 (General), 5816 (Eligibility) – Miscellaneous Expense Allowance (MEA) due to Household Relocations; and 5818 Reimbursement.
- e. Memorandum, ASA (FM&C), Jun 9 2009, subject: use of the Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) Expenses.
- f. Memorandum, Under Secretary of the Army, 1 Jun 2011 subject: Army Travel Charge Card Program, Individually Billed Account (IBA) Use for Official Travel Related Expenses.
- g. DoD 7000.14, Financial Management Regulation, Volume 9 Chapter 3: Department of Defense Government Travel Charge Card (GTCC), April 2014.

2. USAG Italy establishes its procedures for requesting reimbursement for TQSA entitlements and MEA for Department Army Civilians (DAC) arriving and departing the Garrison through PCS travel.

3. The USAG Italy Resource Management Director (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 or Darby Military Communities. A complete claim must be submitted to the

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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), and a copy of the employee's orders. Upon signature, the RMO will return the full TQSA package to the employee for processing through the Finance office. See Appendix A for an example of a complete TQSA package (minus orders).

a. When requesting reimbursement, it is essential for the employee to submit copies of receipts above \$75.00, all laundry receipts, and a random sampling of receipts below \$75.00 (required to compare with the worksheet and ensure reimbursement supports "adequate" accommodations and "reasonable" expenses only).

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.

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." However, with budget constraints, there are parameters for employees within the Garrison footprint.

a. Upon arrival to post, USAG Italy provides 30 days of TQSA as a head-start 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. Anything above and 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 either in person or electronically to the Garrison RMO for review. Prior to submitting the packet for review, the employee's direct supervisor must initial the form in the upper right hand corner to ensure the form is complete for submission and reflects reasonable and/or adequate amounts of reimbursement.

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.

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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). MEA reimburses employees for various costs associated with an authorized/approved PCS/TCS residence relocation and for expenses related to the occupancy of temporary quarters. USAG Italy provides a flat rate MEA of \$650 for an employee with no command sponsored dependents and \$1,300 for employees with command sponsored dependents. An advance of MEA funds is not authorized. Reimbursement above the flat rate MEA will not be considered unless all methods of finding housing have been exhausted or another unique situation warrants consideration. The approval authority for reimbursement above the flat rate MEA is the 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. Due to the fiscal constraints and realities of Army Budgeting, all TQSA requests must be in accordance with the aforementioned guidance. If you have questions, please contact the RMO at 637-7480.

STEVEN M. MARKS
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Commanding

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