#### **FSCAU US Civilian Personnel**

#### **Travel and Allowance**

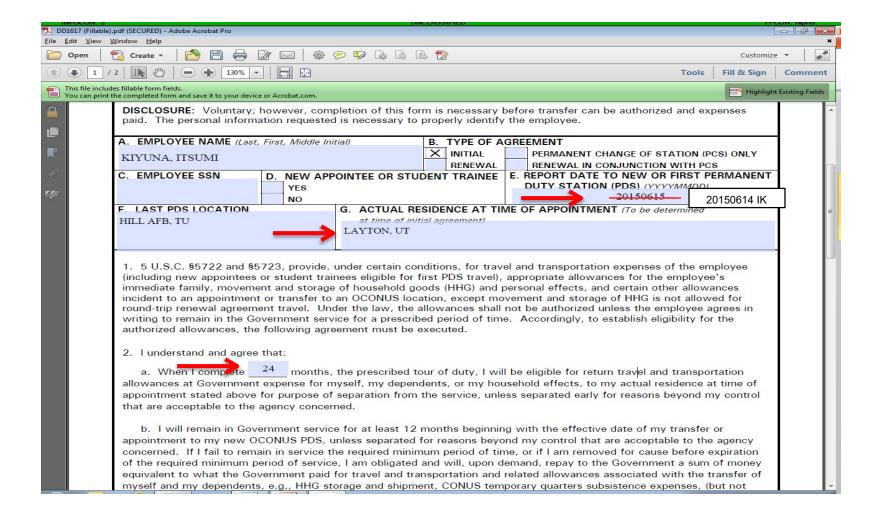
Ms. Yumino Tome
Ms. Rinka Yoshihara
718 FSS/FSCAU



- \*Transportation Agreement (DD1617)
- EVT Travel
- SET Travel
- ERD Travel
- RAT Travel
- NTS/HHG



### **Transportation Agreement** (DD1617)



## Emergency Travel (EVT)

- Purpose : EVT is to allow an employee to travel at Govt's expense in certain family emergencies
- Authorization
  - Serious Illness/Injury Imminent Death
  - Death
- Definition Immediate Family Member at CONUS
  - Spouse
  - Children
  - Parents
  - Siblings of the employee/spouse
- Authority to Travel
  - Employee or Family Member at Post
  - Limited to one family member
- Required Doc : Red Cross Notification / Death Certificate

- Sponsor or dependent whoever uses the funded travel authorization may travel space-required aboard DoD aircraft
- Travels in US at employee's expense
- Notification: Normally via Red Cross
- Completed by CPF
- Other(s) may travel space-available or space-required at personal expense per the current AMC rates.

## Student Education Travel (SET)

- One round trip travel per dependent child each year to CONUS/post
  - Anniversary date established upon initial travel
  - Remains same for subsequent trips
- Attendance at university or college
  - Must be undergraduate level/full time student
  - Dependent eligible 23<sup>rd</sup> birthday or graduation
- Required Documentation
  - Letter from Registrar validating status
  - Complete PACAF Form 90 NLT 30 days prior to travel

### Early Return of Dependent (ERD)

- Dependent return travel to the U.S. before the employee's return
- Eligible for Govt funded travel/split HHG
  - If initial service agreement satisfied (earned travel)
  - Waiver Govt interest, physical/mental health, death, authority imposed obligations, etc.
- Ineligible for Govt funded travel/HHG
  - If initial service agreement not complete
  - At employee personal expense
  - May be reimbursement after satisfying agreement
- No reimbursement if the travel is taken before orders issued

### Renewal Agreement Travel (RAT)

- Renewal Agreement Travel (RAT)
- Eligibility:
  - Completion of 24-month tour /service agreement
  - Renewal tour of additional 24 months
- Round trip for employee/dependents
- Travel to residence at time of hire or alternate location
- Must have 12 months of tour remaining after return
- Suspend post allowance
- Home leave normally used in conjunction w/RAT

#### Other Travel-Related Entitlements (NTS)

- Non-Temporary Storage Eligible employees authorized storage of HHG during post assignment
- Storage at Govt expense continues until beginning of 2<sup>nd</sup> Month after last day of work at PDS
- NTS Converted to SIT. May be authorized additional 90 Days Storage in Transit (SIT)
- CPF Provides Fund Citation to TMO/JPPSO upon assignment/beginning of FY every year (Sep)
- Please provide <u>DD1299</u>



# Allowance & Travel-Related Entitlements

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- Salary Advance
- **■** Foreign Transfer Allowance (FTA)
- Miscellaneous Expense Allowance
- Temporary Quarters Subsistence Allowance (TQSA)
- Post Allowance
- Living Quarter Allowance (LQA)

#### Salary Advance

Employees may need several thousand dollars for such things as a car purchase, rental security deposit, first month's rent, utility deposits, etc. An advance in pay is available to help meet these needs.

- Authorized up to 3 months base pay for PCS to foreign post and may be requested 3 weeks prior to / 2 months after arrival at foreign post
- Repayment begins first pay period after receipt
  - Interest free
  - Maximum of 26 pay periods
- Requested via SF1190 by employee
- Processed via Remedy by losing or gaining CPF to DFAS
- Paid offline via EFT to personal account

- FTA authorized for PCF from US to foreign posts
- Reimburse lodging, meals, laundry in temporary quarters for employees and their family members
- May be granted up to ten days from date of HHG pick up to date of final departure from US
- Receipts required for lodging/meals reimbursed flat rate of per diem for US permanent duty station
- Claimed on SF1190 upon arrival at foreign post
- CPF processed via Remedy to DFAS

- Miscellaneous expense is an allowance to offset some of the costs involved in PCS moves
- Current employees claim on travel voucher to CPTS or AFPC (IAW JTR, no CPS action)
- First-duty station employees claim at CPF (IAW DSSR)

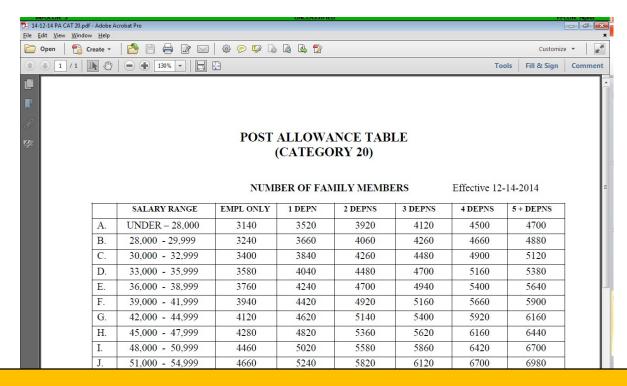
### Temporary Quarters Subsistence Allowance (TQSA)

- TQSA is granted for reasonable cost of temporary lodging, meals, and laundry/dry cleaning expenses
- Inbound: Up to 90 days after arrival at a new post in a foreign area
- Outbound: 30 days authorized prior to departure from Kadena AB
- Prohibited from receiving PA and TQSA simultaneously
- Claimed on SF1190 w/receipts to Kadena CPF
- CPF process via Remedy to DFAS

### Post Allowance

- Purpose: Cost-of-living granted to employees stationed at a post where the cost of living is significantly higher than in Washington DC
- Paid to full-time employees
- Paid at a flat rate based on base pay, family size, and post of assignment
- Subject to adjustment based on exchange rate or as costs fluctuate in Washington, DC.
- **■** Employee requests via SF1190
- CPF updates/modifies in DCPDS
- No Overlap payment with TQSA

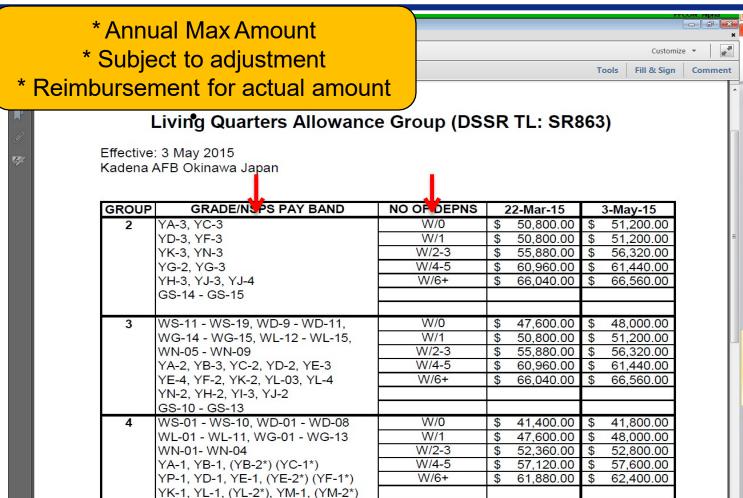
#### Post Allowance



Post Allowance shall be computed and paid at annual rates, divided by the number of days in the calendar year to obtain a daily rate (counting  $\frac{1}{2}$  cent and over as a whole cent); multiplying the daily rate by 14 to obtain a biweekly rate.



#### Living Quarters Allowance (LQA)



(YN-1\*), YH-1, YI-1, (YI-2\*), (YJ-1\*)

#### Living Quarters Allowance (LQA)

- LQA maximum rates are based on grade of employee and how many dependents are living with the employee
- Designed to reimburse substantially all costs for suitable, adequate, (not extravagant) living quarters, including Rent, <u>Utilities</u>, (electricity, gas, kerosene, water, and trash collection) and <u>Agency fee</u> up to a maximum limit.
- No reimbursement for rental or utility deposits these are refundable.
- Adjusted periodically to correspond with the yen/dollar exchange rate.

- 1. It is important for individuals to know that <u>LQA is a reimbursement</u>, based on actual expenses.
- 2. The annual LQA cost is divided by the number of days in the calendar year to obtain a daily rate and then multiplied by 14 to obtain a biweekly rate.

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¥350,000 / $3,000 ÷ 30days = $100/day
$100 X 14days = $1,400
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- 3. The LQA exchange rate is used the <u>beginning day of</u> <u>pay period</u>, by the State Department Rates.
- 4. No Overlap Pay with TQSA



#### Living Quarters Allowance (LQA)

#### 2020 Holiday and Payday Calender

JANUARY									
Sun	Mon	Tue	Wed	Thur	Fri	Sat			
			1	2	3	4			
5	6	7	8	9	10	11			
<b>12</b>	<b>13</b>	14	15	16	<b>17</b>	18			
19	20	21	22	23	24	25			
<b>26</b>	<b>27</b>	28	29	<b>30</b>	<b>31</b>				

	FEBRUARY										
Sun	Mon	Mon Tue Wed Thur Fri									
						1					
2	3	4	5	6	7	8					
9	10	11	12	13	14	15					
16	17	18	19	20	21	22					
23	24	25	26	27	28	29					

	MARCH									
Sun	Mon	Tue	Wed	Thur	Fri	Sat				
1	2	3	4	5	6	7				
8	9	10	11	12	13	14				
15	16	<b>17</b>	18	19	20	21				
22	23	24	25	26	27	28				
29	30	31								

APRIL									
Sun	Mon	Mon Tue Wed Thur Fri S							
			1	2	3	4			
5	6	7	8	9	10	11			
<b>12</b>	<b>13</b>	14	15	16	<b>17</b>	18			
19	<b>20</b>	<b>21</b>	22	<b>23</b>	24	25			
<b>26</b>	<b>27</b>	<b>28</b>	29	<b>30</b>					

MAY									
Sun	Mon	Tue	Wed	Thur	Fri	Sat			
					1	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
<b>17</b>	18	19	20	21	22	23			
24	25	26	27	28	29	30			
<b>31</b>									

	JUNE									
Sun	Mon	Tue	Wed	Thur	Fri	Sat				
	1	2	3	4	5	6				
7	8	9	10	11	12	13				
14	15	16	<b>17</b>	18	19	20				
<b>21</b>	22	<b>23</b>	24	25	26	<b>27</b>				
<b>28</b>	29	<b>30</b>								

JULY									
Sun	Mon	Tue	Wed	Thur	Fri	Sat			
			1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	<b>17</b>	18			
19	20	21	22	23	24	25			
26	<b>27</b>	28	29	<b>30</b>	31				

AUGUST									
Sun	Mon	Tue	Wed	Thur	Fri	Sat			
						1			
2	3	4	5	6	٢	8			
9	10	11	12	<b>13</b>	14	15			
16	<b>17</b>	18	19	<b>20</b>	21	<b>22</b>			
<b>23</b>	24	25	<b>26</b>	<b>27</b>	<b>28</b>	29			
30	31								

	SEPTEMBER									
Sun	Mon	Tue	Wed	Thur	Fri	Sat				
		1	2	3	4	5				
6	7	8	9	10	11	12				
13	14	15	16	<b>17</b>	18	19				
20	21	22	23	24	25	26				
27	28	29	30							

	OCTOBER									
Sun	Mon	Tue	Wed	Thur	Fri	Sat				
				1	2	3				
4	5	6	7	8	9	10				
11	<b>12</b>	13	14	15	16	<b>17</b>				
18	19	20	21	22	<b>23</b>	24				
25	<b>26</b>	<b>27</b>	28	29	<b>30</b>	<b>31</b>				

NOVEMBER									
Sun	Mon	Tue	Wed	Thur	Fri	Sat			
1	2	3	4	5	6	7			
8	9	10	11	<b>12</b>	<b>13</b>	14			
15	16	<b>17</b>	18	19	<b>20</b>	21			
22	23	24	25	26	<b>27</b>	28			
<b>29</b>	30								

	DECEMBER									
Sun	Mon Tue Wed Thur Fri Sat									
		1	2	3	4	5				
6	7	8	9	10	11	12				
13	14	15	16	<b>17</b>	18	19				
<b>20</b>	<b>21</b>	22	23	24	25	<b>26</b>				
27	28	29	30	31						



#### **Questions?**