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Bulletin

Title: Allowance for Temporary Quarters Subsistence Expenses

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Originating Office: Travel and Relocation Services Branch
Financial Management Division, AFM/ARS

Distribution: All REE Employees

This bulletin clarifies the reimbursement methods, receipt requirements, term, and approval procedures for the Temporary Quarters Subsistence Expense Allowance.

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1. Purpose

The Federal Travel Regulation (FTR) is the absolute authority for authorization and reimbursement of Temporary Quarters Subsistence Expense Allowance (TQSE). The purpose of this bulletin is to establish reimbursement methods, receipt requirements, term, and approval procedures for TQSE.

2. Background

The TQSE allowance is intended to reimburse an employee reasonably and equitably for subsistence expenses incurred when it is necessary to occupy temporary quarters. The FTR requires agencies to establish policies regarding:

- When temporary quarters will be authorized;
- Who will determine if temporary quarters is appropriate in each situation;
- If and when to authorize the lump sum option for TQSE reimbursement;
- Who will determine the appropriate period of time for which TQSE reimbursement will be authorized, including approval of extensions and interruptions of temporary quarters occupancy; and
- Who will determine whether quarters were indeed temporary, if there is any doubt.

3. Policy

TQSE may be authorized, at agency discretion, for transferring employees whose old official station is in the United States, and when the old and new official stations are 50 miles or more apart (as measured by map distance) via a usually traveled surface route.

For the Agricultural Research Service (ARS) only: new employees hired under the Demonstration Project may be authorized TQSE at the ARS Administrator's discretion.

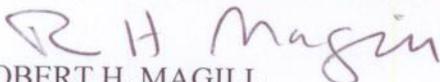
- Actual Expense Method of Reimbursement - Unless specifically approved in writing by the Agency Administrator for ARS, the Economic Research Service (ERS), the National Agricultural Statistics Service (NASS) or the Director, National Institute of Food and Agriculture (NIFA), authorized TQSE will be reimbursed under the Actual Expense Method of Reimbursement in accordance with the FTR §302-6 Subpart B. Additionally, all expenses associated with TQSE must be itemized (attachment A), and receipts for all lodging and lodging taxes, and any individual expense greater than \$35 must be presented upon vouchering. Reimbursable expenses under TQSE, not to exceed the maximum daily amount, include:
 - Lodging & lodging taxes
 - Food (meals, groceries)
 - Cost of connecting/disconnecting utilities (water, phone, cable, internet, etc)
NOTE: Deposits that will be refunded upon vacating quarters are NOT reimbursable
 - Cost of using water, electric, and/or gas utilities
 - Cost of reasonable maid fees and/or cleaning charges
 - Laundry expenses

Under the Actual Expense Method of Reimbursement, TQSE may be granted by the agency Administrator (ARS, ERS, NASS) or the Director (NIFA) for up to 30 days and extended up to 60 days. TQSE extension beyond 60 days requires approval by the Research, Education, and Economics Chief Financial Officer. All TQSE extension requests must be accompanied by documentation demonstrating a good faith effort by the employee to find permanent housing

- Lump Sum Payment Method - Only the agency Administrator (ARS, ERS, NASS) or Director (NIFA) may offer and approve a lump sum payment of TQSE.
 - Lump sum TQSE will be paid in accordance with the FTR §302-6 Subpart C and §302-6.306.
 - No extensions are allowed under the lump sum payment method.
 - The agency Administrator (ARS, ERS, NASS) or the Director (NIFA) will determine the maximum number of days (not to exceed 30 days) that may be used for the TQSE.

4. Authorities

Federal Travel Regulations, Chapter 302, Part 302-6


ROBERT H. MAGILL
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Example

Daily Record of Expenses

Example Employee & Spouse- 15 Days of Temporary Quarters

	Lodging	Lodging Taxes	Meals	Groceries	Laundry	Total
1-Jun-12	\$ 159.00	\$ 14.31	\$ 60.00			\$ 233.31
2-Jun-12	\$ 159.00	\$ 14.31		\$ 175.00		\$ 348.31
3-Jun-12	\$ 159.00	\$ 14.31	\$ 30.40			\$ 203.71
4-Jun-12	\$ 159.00	\$ 14.31	\$ 19.92		\$ 35.50	\$ 228.73
5-Jun-12	\$ 159.00	\$ 14.31	\$ 26.90			\$ 200.21
6-Jun-12	\$ 159.00	\$ 14.31	\$ 16.46			\$ 189.77
7-Jun-12	\$ 159.00	\$ 14.31	\$ 46.00			\$ 219.31
8-Jun-12	\$ 159.00	\$ 14.31	\$ 31.70			\$ 205.01
9-Jun-12	\$ 159.00	\$ 14.31	\$ 38.13			\$ 211.44
10-Jun-12	\$ 159.00	\$ 14.31	\$ 28.00			\$ 201.31
11-Jun-12	\$ 159.00	\$ 14.31	\$ 19.92			\$ 193.23
12-Jun-12	\$ 159.00	\$ 14.31	\$ 28.42			\$ 201.73
13-Jun-12	\$ 159.00	\$ 14.31	\$ 23.10		\$ 23.00	\$ 219.41
14-Jun-12	\$ 159.00	\$ 14.31	\$ 66.48			\$ 239.79
15-Jun-12	\$ 159.00	\$ 14.31	\$ 19.92			\$ 193.23
Totals	\$ 2,385.00	\$ 214.65	\$ 455.35	\$ 175.00	\$ 58.50	\$ 3,288.50
Maximum Allowable Employee:	\$ 123.00	times	15 days		equals	\$1,845.00
Maximum Allowable Spouse:	\$ 92.25	times	15 days		equals	\$1,383.75
Total Allowable						\$3,228.75
Employee Reimbursed Allowable, since Actuals Exceeds Allowable Amount				\$3,228.75		