GUIDE FOR CIVILIAN
PERMANENT CHANGE OF STATION (PCS)
MOVES

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INTRODUCTION

The information in this guide is intended to assist you in understanding various PCS entitlements and allowances that may be afforded to you as part of your relocation. The information contained herein is general and has been designed to provide answers to the most frequently asked questions. You are encouraged to consult the Joint Travel Regulations, and if you are a career program employee (also known as centrally managed) the AFMAN 36-606, for additional information. If you should need further guidance, please contact the Air Force Personnel Center (AFPC) PCS Section at AFPC.DP1TAR.PCSOMCELL@us.af.mil

PCS briefings and videos are also available and be accessed on the following website at: https://afciviliancareers.com/legal-regulatory.php.
There are several PCS knowledge articles for each PCS-related topic available on the myPers website at: https://mypers.af.mil/app/home.

All Department of Defense (DoD) Civilian travel and transportation entitlements are prescribed in the Joint Travel Regulations (JTR). Discretionary Allowances are not mandatory and are authorized at the discretion of the funding activity. PCS entitlements and discretionary allowances will vary depending on move type, location, and funding activity.

NOTE: For Centrally Managed positions, please refer to AFMAN 36-606, dated 3 January 2019 and SAF/MR Memorandum dated 25 October 2019 for a list of discretionary allowances that *may* be authorized. For Non-Centrally Managed (locally funded) positions, please contact your gaining organization for authorized discretionary allowances.
Retiring or separating employees within CONUS, are not authorized a last move home order.
Exception: SES career appointees upon separation from Federal Service.

It is highly recommended that you review this guide in its entirety, as the information contained within will further assist you in making important decisions about your PCS.

IMPORTANT: If something isn't stated in the JTR, it doesn't mean that an allowance exist and/or may be authorized. The philosophy of "It doesn't say I can't; therefore, I can" does not apply to the JTR. Instead, if the JTR doesn't state that it's a reimbursable expense, then it cannot be reimbursed as part of a travel claim. Additionally, erroneous advice provided by Gov't officials cannot provide a basis for reimbursement where no independent authority for such reimbursement exists (GSBCA 16437-RELO, 22 September 2004).

PCS REQUEST WORKSHEET

When you accept a position at another location, the offer is not official until confirmed by receipt of official documented notification. Although notification can take several forms, "a travel order ordinarily constitutes official notification (72 Comp. Gen. 130 (1993))," because the travel order contains the funding for your PCS.

Upon tentatively accepting a job that requires a relocation, you'll be required to log in to USA Staffing New Hire (link to website will be provided by a staffing specialist) to complete the PCS Request Worksheet and the applicable Transportation Agreement -- DD Form 1617 (OCONUS) or 1618 (CONUS). Please ensure all questions on the PCS Request Worksheet are answered because it serves as the source document for your PCS order.

Upon completion of the information in USA Staffing New Hire, the order will be assigned to a technician for processing. The PCS Section, in most cases, establishes the Entrance-On-Duty date according to the AFPC business process (as noted below).

Entrance on Duty (EOD) Date: This is the date your new base will pick you up on their civilian payroll. It is normally on a Sunday (if you are a current federal employee) or Monday (if you are newly appointed to the federal workforce) and usually at the beginning of a pay period. You will begin your official travel the following duty day, normally on a Monday. If the first duty day of the week is a holiday, travel begins on the next day. Your actual

Reporting Date is determined by the number of travel days authorized and annual leave en route, if requested and approved. EXCEPTION: First Duty hires travel prior to their EOD and are expected to report on that date. All selections requiring a PCS move will have an EOD approximately 45 days or more from the date the order is assigned to a technician for processing (65 days for overseas moves). The only exception will be first duty station moves which involve limited entitlements. Your dedicated staffing specialist will confirm your EOD when the firm job offer is extended. If TMO is unable to schedule a pick-up of your HHG in time to make your EOD date, please inform your losing and gaining supervisors so an adjustment of your EOD date may be done in advance, as needed.

IMPORTANT: All relocation expenses incurred from a PCS move MUST be completed within one year of the date you physically report for duty at the new duty station. A DD Form 1351-2 – Travel Voucher, must be submitted to the nearest or gaining Air Force Financial Service Office (FSO) travel section within 10 workdays of completion of each portion of travel.

The following information should further assist you in the PCS planning process, and in completion of the PCS Request Worksheet.

Basic Information (Items 1-4):

1. **Home Address**: The primary address **FROM** which you commute daily to and from work. If your household goods are to be shipped, in whole or in part, from a different address, list that address in the Second HHG Pick-Up block of the questionnaire. A complete address is required for each HHG pickup location. The address must be a physical address and cannot be a PO Box.

2. **Phone:** DSN/Commercial work number and/or a mobile number, if available.

3. **E-mail address:** This is the address where you will receive notifications/instructions to retrieve your completed PCS orders. Current Federal employees should list their official e-mail address.

4. **Dependent Data:** Provide the complete name of your spouse (no birth date) and the complete name of each child and birth date and the complete name and relationship for any other qualifying member of your household. A dependent is defined as any of the following named members of the employee's household at the time the employee reports for duty at the new Permanent Duty Station (PDS):

- Employee's Spouse
  - If your spouse is a current federal employee, and they are transferred in the Gov't's interest, they may elect to receive travel and transportation allowances as one of the following:
    - Each as an employee separately. Each employee is eligible for travel and transportation allowances as an employee, but is not treated as the other employee's dependent.
    - Only one as an employee. One employee is eligible for travel and transportation allowances on behalf of the others, as dependents.
  - When an employee elects separate travel and transportation allowances, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.
  - An election must be in writing and signed by both affected employees
  - When employees elect separate benefits, the election must specify to which employee allowances will be paid for non-employee dependents.

- Children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. ***NOTE: "Children" includes natural offspring; step-children; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting completion of the school year by other children.*** If the children of the employee or employee's spouse have a different last name, proof of dependency is required. Examples of documentation that may be provided includes: marriage certificate, custody document, divorce decree, etc.

- Dependent parents (including step and legally adoptive parents) of the employee or employee's spouse (documentation of dependency required). Examples of documentation that may be provided includes: Mortgage/Lease agreement signed by both the employee and parent, copy of federal income tax return, court document(s), individual itemized list of financial support such as rent, utilities, food, medical insurance/care document(s), etc.

- Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age, or who regardless of age, are physically or mentally incapable of self-support (documentation of dependency required). Examples of documentation that may be provided can includes: custody document, court document, copy of federal income tax return, etc.

Generally, individuals named on PCS orders are considered dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criteria shall not be the decisive factor in all cases.

5. Concurrent/Delayed Travel: Indicate whether your dependents will travel with you concurrently or delayed. ** Please Note: If your dependents are delayed, they have up to one year from the actual, physical reporting date to the new PDS, to incur expenses

6. Privately Owned Vehicle (POV): You may be authorized reimbursement for up to two POVs if you have dependent on the order who is licensed to drive and both vehicles are used to relocate on a PCS move.

7. POV Shipment within CONUS: Shipment of a Vehicle Wholly Within CONUS. The JTR authorizes the shipment of a vehicle wholly within CONUS WHEN it is more advantageous and cost effective to the Gov't to transport the POV(s) to the new PDS at Gov't expense and to pay for transportation of the traveler and/or immediate family by commercial means than to have the traveler and/or immediate family member(s) drive one or two POVs, as applicable. A cost analysis must be accomplished prior to authorization on the order. The authorized cost of POV travel is weighed against the costs of transporting the POV, the cost of air fare, and any productivity benefit gained from the employee's accelerated travel to the new duty station. The employee must send an e-mail to the PCS Section containing: proof POV is in operating order, legal title/registration, current Driver's License of traveler cited on PCS order, number of POV(s) requesting to be shipped, quote for shipment (Traveler arranged), brief justification for accelerated travel, if applicable, the ZIP code of the location from which shipment is requested and the ZIP code of the destination, and the number of people who will be flying to the new destination. If POV shipment is authorized, authorization will be added to the order. The employee will have to contract with a commercial carrier to ship the vehicle and will file a voucher for reimbursement at the nearest or gaining AF Financial Service Office. This does not apply to Non-Foreign OCONUS locations, with the exception of Alaska. **Employees relocating to Alaska:** Employees may be authorized shipment of one POV, and travel and transportation allowances for use of the other POV for travel to new duty location. Two vehicles may be shipped at Gov't expense when it is determined to be in the government's interest and provided all other requirements are met (as noted above).

12. Leave En Route: This is leave taken after departure from the old duty station but prior to arrival at the new duty station. If you plan on taking leave en route, indicate the dates and number of days to be taken. This leave must be approved in advance of travel by your losing and gaining supervisors. Leave includes any period in excess of authorized travel time. Any additional leave taken prior to departure or after arrival at the new duty station must be accounted for through the respective time keeper.

13. Household Goods (HHG) Shipment: You will need to contact your local/servicing Transportation Management Office (TMO) as soon as possible, after you receive a copy of your PCS order, to make arrangements for HHG shipment. Employees can log in to the official DoD Moving Portal (https://www.move.mil/) to locate the nearest TMO and obtain additional information about a Civilian DoD move. This website also allows you to schedule your HHG shipment online using the Defense Personal Property System (DPS). There are several tutorials available to assist you with the self-counseling process.

HHG shipment is limited to items associated with the home and personal effects belonging to you and your authorized dependents for the purpose of a PCS move. The MAXIMUM weight allowance that may be shipped (and/or stored) is 18,000 pounds net weight. For uncrated/van line shipments, an additional 2,000 pounds (or 10 percent) is allowed for packing and crating material. Under no circumstances, may the Gov't pay for expenses associated with excess weight. Shipment of HHG may originate at the old duty station or at some other point; however, the total amount which may be paid or reimbursed by the government will not exceed the cost of transporting the property from one lot at the old PDS to the new duty station. If transporting "from" or "to" multiple locations, please refer split transportation/shipment section below.
There are two transportation methods that may be used: Gov't Procured and/or Personally Procured.

Please note: If TMO is unable to schedule a pick-up of your HHG in time to make your EOD date, please inform your gaining and losing supervisors so an adjustment of your EOD date may be done, as needed.

Gov't Procured. The Gov't contracts, negotiates, audits and pays the Transportation Service Provider (TSP)/carrier/DPM vendor directly for transportation.

Personally Procured. The employee must make the necessary arrangements for the HHG move, and pay for the move. Reimbursement is limited to actual expenses incurred by the employee, NTE the cost of a Gov't arranged move for the same HHG weight. Employees who wish to move some household goods in their automobiles/moving truck for the purpose of setting up a temporary residence prior to occupancy of permanent quarters should contact the local TMO for assistance prior to doing so. The vehicle used to transport the HHG must be weighed empty and full to support the claim. Provide empty and full weight tickets and receipts for all moving expenses (e.g., moving van, packing material, fuel, etc.) for your reimbursement claim. An employee who chooses to personally arrange for HHG transportation (i.e., move the HHG themselves) is entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc.

Split Transportation/Shipment. You may elect to transport your HHG by Gov't-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the authorized HHG weight allowance, and cost of Gov't-procured HHG transportation of the maximum HHG weight allowance in one lot between authorized places. Please work with your local TMO for any other requirements.

(Also called PRO or PRO-Gear.) These articles are considered HHGs in an employee's possession needed for the performance of official duties at the next or a later destination. A maximum of 2,000 pounds can be approved for PBP&E.
Examples include:

- Reference material not ordinarily available at the next PDS
- Instruments, tools, and equipment peculiar to technicians, mechanics, medical professionals, musicians and
- members of the professions;
- Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms,
- chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
- Communication equipment used by a DoD employee or DoD member in association with the Military Auxiliary Radio System (DoDI 4650.02)
- Individually owned or specially issued field clothing and equipment; and
- Gov't or uniformed service owned accountable organizational clothing and individual equipment issued to the Civilian employee or member by the Service/DoD COMPONENT for official use.
- NOTE: Excluded from PBP&E are commercial products for sale/resale used in conducting business; sports equipment; office furniture, household furniture, shop fixtures; furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks); personal computer equipment and peripheral devices; memorabilia including awards, plaques or other objects presented for past performance; table service including flatware (including serving pieces), dishes (including serving pieces,

salvers and their heating units), other utensils, and glassware and/or other items of a professional nature that are not necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet.

If PBP&E causes an excess weight condition, then it may be shipped as administrative expense (not HHGs), subject to the following conditions:

- Prior to shipment, the employee must furnish an itemized inventory and estimated weight of PBP&E for review by the individual appointed at the gaining location, including evidence that transporting the PBP&E as HHGs results in an excess weight condition. This is typically provided by TMO/Contracted Carrier shipping your HHGs.

- The individual appointed at the gaining location, must review and certify that the PBP&E is necessary for the proper performance of the employee's duties at the new PDS, and that if the items are not transported to the new PDS, the same or similar items would have to be obtained (at Government expense) for the employee's use at the new PDS.

- If PBP&E is approved, the gaining station must provide a fund cite to the PCS Section at AFPC.DP1TAR.PCSOMCELL@us.af.mil against which the administrative shipment will be charged. Transportation must be by the actual expense method. The weight and administrative appropriation to be charged must be stated as separate items on the transportation documentation.

Storage of HHG (also known at Storage-in-Transit - SIT). In conjunction with the shipment of HHG, temporary storage is automatically authorized for 60 days for CONUS shipments and 90 days for OCONUS shipments. Your temporary storage will come under the control of a regional Joint Personal Property Servicing Office (JPPSO) who should notify you at the 30 day point of storage that your storage will expire on a specific date. Under authorized situation, up to 90 days of additional temporary storage may be granted at government expense. Acceptable justification for additional SIT period may include: an intervening temporary duty or long-term training assignment, non-availability of suitable housing, completion of residence under construction, serious illness of employee, serious illness/death of dependent, acts of God, national or natural disaster, terrorism, or other validated circumstances beyond the employee's control, which the Service/DoD agency determines to be in the Govt's interest. Employees must request an extension in writing prior to the expiration of storage. Centrally managed employees will submit a request to AFPCRESOURCESOFFICE@us.af.mil. Locally funded (Non-Centrally managed) employees will submit a request in writing to their local Civilian Personnel Flight. At a minimum, the following information must be included in your request: Dates HHG were picked up and delivered (specific dates), was a HHT taken and were you able to find permanent housing, date HHGs went to storage (specific dates), reason for extension; does it meet criteria IAW JTR 5672-C, Purchase Agreement of your house showing Estimated Closing/Completion Date, number of SIT extension days requested (inclusive dates). Note: include with justification; explanation and documentation, if any of reason(s) why the initial 60/90 day allowable authorized Storage in Transit (SIT) was not adequate to store your HHGs. If an extension of temporary storage cannot be granted, the employee will assume responsibility for any additional storage charge.

Non -Temporary Storage (NTS). You are eligible for NTS when you are assigned to an overseas official station where there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS. NTS is funded by the overseas command. Regardless of when you make your Non-Foreign OCONUS move, the NTS fund cite in the REMARKS section of your orders, is only good for that FISCAL YEAR. A new NTS fund cite MUST be issued each Fiscal Year and your responsibility is to follow up with your CPO to ensure it is issued to your servicing Joint Personal Property Shipping Office (JPPSO) in CONUS. **A failure to issue the fund cite may cause your NTS storage to be billed to you.**

IMPORTANT: NTS eligibility ends on the last day of work at the OCONUS PDS. Storage at Government expense may continue until the first day of the 2nd month after your arrival at the CONUS PDS. The losing OCONUS command may extend the period of NTS at Government expense for up to a total 60 days after the

last day of work at the OCONUS PDS). The employee's losing OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee's eligibility for storage ends.

14. Transportation and Per Diem for Employee and Authorized Dependents

Transportation Expenses: Travel between the old and new duty stations may be authorized by POV, commercial carrier, or other approved modes of transportation. A mileage allowance will be authorized for one or two POVs per household, for the distance between the old and new duty stations by the most direct route. You may be authorized reimbursement for up to two POVs if you have dependent(s) on the order who are licensed to drive and if both vehicles are used to relocate on a PCS move. **The employee will bear the costs of travel by any indirect route for personal reasons.** Dependent travel may begin from a point other than the old duty station; however, reimbursement is limited to the cost from the old to new duty station. Travel by dependents may be performed concurrently, early, or may be delayed. **Current employees will travel on the gaining organizations time, beginning on the first duty day of the pay period**. First Duty appointees travel on their own time in order to begin work on their EOD.

NOTE: Employee's placed through the Priority Placement Program (PPP) will travel to the new activity while on the payroll of the releasing activity unless the travel occurs after the employee has been separated.

Your PCS order will indicate the number of travel days authorized in Block 28. The number of days authorized is based on 350 miles of travel by POV per day and typically 1 or 2 days if traveling by air, depending on the location.

Transportation by POV: Mileage reimbursement is currently limited to .20 cents per mile for each POV regardless of the number of passengers. Mileage rates change each year IAW the JTR, so it is recommended that you verify current year mileage rates for an accurate estimation.

Transportation by Air: It is mandatory policy for all travelers to use an available Travel Management Company (TMC) (i.e., Sato Travel or base travel office) for all official transportation requirements.

Per Diem Allowance

Per diem is a daily allowance to cover lodging, meals and related incidental expenses. Per diem rate is the STANDARD CONUS rate (http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) and reimbursement is not to exceed the number of travel days authorized.

IMPORTANT: Employee will be responsible for authorized travel and transportation costs incurred after the 1 year anniversary date of the transfer or appointment effective date (i.e., date employee physically reported for duty)

15. House Hunting Trip (HHT): This is applicable to CONUS and non-foreign OCONUS moves only. The purpose is to lower the Government's overall relocation costs by reducing the time an employee would otherwise occupy temporary quarters. It is highly recommended that employees who are authorized a HHT utilize this benefit to seek permanent residence prior to their arrival at the new PDS.
A HHT:

- Is a **discretionary allowance, not an entitlement**, the order-issuing/authenticating official, ***not the employee***, determines if necessary;
- May only be authorized:
  - On an individual-case basis
  - When an employee has accepted a permanent transfer, and
  - The employee's circumstances indicate the need for a HHT;
- May not be authorized to assist an employee in deciding whether **or not** to accept a transfer; and
- May be authorized only for an employee and/or spouse. A domestic partner is NOT authorized a HHT.

NOTE: Although the HHT is designated for the employee and the spouse, children may accompany them but travel and per diem expenses are not reimbursable for the children. Any additional expenses associated with transporting additional persons, other than the employee and spouse, will be borne by the employee.

A HHT may be authorized when:

- A PCS is authorized
- Both the old and new PDS are located within the CONUS and/or Non-Foreign OCONUS area or
- Government or other prearranged housing isn't assigned at the new PDS
- The old and new PDS are greater than 75 miles apart (map distance, a usually traveled surface route)

Centrally funded PCS are authorized up to 5 days for a house hunting trip, which includes round trip travel. The travel voucher should be submitted at the nearest losing PDS Air Force finance office when the employee returns from their HHT. DO NOT WAIT TO FILE the voucher at the new duty station.

NOTE: Employees may elect to "seek a residence" in conjunction with the PCS in lieu of a HHT. (See explanation below, under "Seeking Residence").

Only one round trip for house hunting may be authorized for the employee and/or spouse in connection with a PCS. Separate round trips by the employee and spouse may be allowed provided the overall cost to the Government is limited to the cost of one round trip for the employee and spouse traveling together. The HHT must be completed by the day before reporting to the new PDS. The spouse must complete the HHT by the day before relocation of the family to the new PDS or the expiration of the maximum time for beginning allowable travel and transportation, whichever is earlier. Travel is usually performed by commercial air and the use of a rental car is authorized for vicinity travel incident to the HHT. In authorizing a particular mode of transportation (POV or commercial air), consideration will be given to provide minimum time en route and maximum time at the new permanent duty station. The HHT period, including travel time, cannot exceed 5 calendar days.
NOTE: Air Force Centrally Managed Employees are authorized up to 5 days for HHT which includes round trip travel time.

Subsistence expense reimbursement for a HHT: May be paid under the **LODGING-PLUS** (also known as actual expense) method or the **FIXED AMOUNT** (also known as lump sum) reimbursement method. The employee must elect a method of subsistence expense reimbursement and the method must be indicated on the PCS travel order.

LODGING-PLUS. This method of reimbursement is calculated using the Standard CONUS rate for the area of the new duty station. The employee is entitled up to the full per diem rate times the number of days of house hunting and the spouse is entitled up to 75% of the maximum per diem rate. To receive reimbursement for HHT under this method, one must itemize lodging expenses and provide receipts for lodging. Payment will only be paid for actual expenses.

FIXED AMOUNT. This method of reimbursement is calculated as follows: If the employee and spouse both travel together; the applicable locality per diem rate is multiplied by 6.25. If only one (employee or spouse) travels, the applicable locality rate is multiplied by 5.00. A lump sum amount will be reimbursed regardless of the number of days spent on the HHT.

The JTR provides that a HHT may be taken "only" after the travel authorization (PCS Order) has been issued.

Scheduling HHT: Employee will contact base Travel Management Company (TMC) to book HHT travel (commercial air, rental vehicle) -- DO NOT use the Defense Travel System (DTS).

Duty Status: An employee is in duty status at no charge to leave while performing house hunting travel (HHT) during the authorized round-trip period of absence.

"SEEKING RESIDENCE": This is applicable to CONUS and non-foreign OCONUS moves only. The employee may elect to "seek in residence" in lieu of a HHT. Basically, the employee "looks for a residence" upon arrival at the new duty station and does not return to the old duty station. The time spent in one way transportation to the new duty station is considered PCS travel. Air Force Centrally Managed Employees are authorized up to 5 days for seeking in residence and Non-Centrally Managed employees can be authorized up to 5 days at the discretion of the organization. Employees are in an EXCUSED DUTY status while seeking residence. A rental car is NOT authorized. Expenses are claimed under the Temporary Quarters Subsistence Expenses (TQSE) method elected.

16. Miscellaneous Expense Allowance (MEA): This allowance is payable to an employee for whom a PCS is authorized or approved when he/she has discontinued a residence and established a residence in connection with such change of station, regardless of where the old or new duty station is located, provided an appropriate transportation agreement has been signed. MEA is to reimburse various costs associated with a PCS move such as disconnecting/connecting appliances and utilities. The employee will be required to certify on the voucher they have discontinued their residence at the old permanent duty station (PDS) and established a residence at the new PDS. When an employee with dependent(s) reports to the new PDS but the dependent(s) remain at the old PDS or other location without discontinuing the residence, reimbursement will be limited to an employee without dependents rate until such time as the old residence is discontinued and relocation of residence is accomplished. **MEA is reimbursed at a flat rate payment: $650 without dependents or $1,300 with dependents. A travel voucher must be submitted to obtain this allowance.**

Please note: Not all pet related expenses are reimbursable. Refer to the JTR for additional guidance.

In very limited circumstances, actual reimbursement may be authorized. Please refer to the JTR, chapter 5, section 0536 for additional information on itemized reimbursement.

17. Temporary Quarters Subsistence Expenses (TQSE): **[SEE ATTACHMENTS 1 AND 2]**
TQSE is a discretionary allowance, not an entitlement, which is intended to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or employee's dependent(s) to occupy temporary lodging incident to a PCS move. TQSE is approved only for the time spent in temporary quarters that is actually required and necessary. The transferee is expected to act in a prudent manner and not incur unnecessary and unusual expenses. TQSE for the employee and/or each dependent is authorized under the following conditions: (1) a written transportation agreement is signed by the employee; (DD Form 1617/1618) (2) a PCS is authorized/approved and the new PDS is located in the US, its territories and possessions, the Commonwealths of Puerto Rico and the Northern Mariana Islands, or the former Canal Zone area; and 3) the old and new PDS are 50 miles or more apart.

Subsistence Expense Reimbursement: The Approving Official offers either the **ACTUAL EXPENSE -TQSE (AE)** method or the **FIXED RATE-TQSE (F**) method based on the move type, location and funding. The employee must make an election of the subsistence expense reimbursement method and indicate it on the PCS worksheet which must then be included in the PCS order.

IMPORTANT: Once the employee has elected a TQSE method of reimbursement, the selection may not be changed if the travel order (including the HHT) has been executed. Centrally managed employees are only authorized 30 days of TQSE (AE) for CONUS to CONUS moves and therefore, do not have the option to elect TQSE (LS).

TQSE (ACTUAL EXPENSE): TQSE (AE) is an actual expense allowance based on the Standard CONUS per diem rate (http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) for temporary lodging occupied in any CONUS locality or PDS locality (not the lodging location) per diem rate for temporary lodging occupied in Non-Foreign OCONUS localities.
The Actual subsistence expenses must be itemized daily and submitted with the reimbursement voucher to the nearest/gaining local AF base finance office. The employee and/or dependent(s) will only be reimbursed for the allowable "actual" expenses incurred daily not to exceed the maximum rates, provided the expenses are reasonable and can be substantiated. Receipts for lodging and dry cleaning must be provided. Receipts for meals of $75 or

more must also be submitted.

<u>NOTE</u>: If an employee is paid for HHT days and TQSE (AE) is claimed for more than 30 days, the actual number of HHT days paid (limited to 5) are deducted from the first authorized 30-day TQSE period to determine the total reimbursable TQSE (AE).

TQSE (FIXED): TQSE (LS) is a fixed amount payment that is always based on the PDS location maximum per diem that is in effect on the date that the fixed offer was accepted. Apply the per diem for the season in which the employees travels that is in effect on the day the employee accepts the fixed rate offer. TQSE (LS) is paid for up to 30 days. Once TQSE (LS) is selected, the employee may not be paid any additional TQSE if the TQSE (LS) is not adequate to cover TQSE expenses.

<u>NOTE</u>: If a HHT is taken, the number of HHT days are not deducted from the number of authorized TQSE (LS) days.

Requesting Extensions of TQSE (AE) Beyond the Initial Period: TQSE is a discretionary allowance, not an entitlement. Extensions are not automatic and will only be granted on a case-by-case basis and in situations where there is a demonstrated need for additional time due to circumstances beyond the employee's control and that are acceptable to the Air Force.
To obtain an additional TQSE-AE extension beyond 60 days **(30 days for centrally funded moves),** the employee must provide written justification that clearly demonstrates the need for the extension due to circumstances beyond the employee's control. All requests must be submitted electronically via the myPers website at: https://mypers.af.mil/app/answers/list/p/2/kw/tqse/search/1

NOTE: Under no circumstances may TQSE (LS) be paid for more than a total of 30 days.

18. <u>Temporary Quarters Subsistence Allowance (TQSA):</u> TQSA is intended to provide reimbursement for expenses incurred as a result of occupying temporary quarters while seeking a permanent residence in connection with the employee's transfer to a new duty station located in a Foreign OCONUS location. OCONUS Command authorizes/funds TQSA IAW Department of State Standardized Regulations (DSSR). Employee should contact foreign duty station Civilian Personnel Office to verify TQSA eligibility and process.

19. <u>Real Estate Sale/Purchase Expense</u>: You may be authorized reimbursement for certain expenses required to be paid by you in connection with the sale of your residence (which may be a mobile home or the lot on which the mobile home is located) at the old duty station; and/or the purchase of a residence at the new duty station. The residence at the old permanent duty station (PDS) must be your actual residence at the time you were first officially informed by the appropriate authority that your transfer to the new PDS was definite. The residence is the residence from which you regularly commute to and from work on a daily basis (weekend travel does not qualify). If you plan on selling a home, please enter an estimated selling price on the PCS worksheet and if you plan on purchasing a home, please enter an estimated purchase price. These estimates assist the resource office in setting aside funds to reimburse these PCS-related expenses. If authorized, reimbursement is limited to 10% of the actual sale price of the residence at the old PDS, and 5% of the purchase price of a residence at the new PDS.

Time Limitations: You must complete the sale and/or purchase of a home for which reimbursement is requested NO later than one year after the date that you physically reported for duty at the new PDS.
Reimbursement for real estate expenses can be submitted up to 6 years as long as the sale and/or purchase of a home was completed within the initial 1-yr period.
An extension may be requested "if" extenuating circumstances prevented the employee from completing the sale and/or purchase within the 1-yr period (NTE max of 2 years from date employee reported for duty) - instructions for centrally managed employees provided on the myPers website. Locally funded employees must contact their servicing Civilian Personnel Office for further guidance. All requests must be submitted to the appropriate authority as soon as the employee becomes aware of the need for an extension but MUST be before the expiration of the one-year limitation.

Reimbursement of certain expenses incident to the sale/purchase of a residence. Your local Civilian Personnel

Office should provide you with a Real Estate Claim checklist to further assist you in filing your claim for reimbursement. The reimbursement process can be lengthy and can take anywhere from 1- 4 months before a claim is reviewed and finalized. An employee who is entitled to reimbursement of certain expenses incidental to the sale of a residence at the old duty station and the purchase of a residence at the new duty station will submit their claim to the local Civilian Personnel office which will include; a DD Form 1705, a DD Form 1351-2, copy of the PCS order, and the following support documents IAW JTR, Chapter 5, Section 054501:

Residence Sale

a. Sales agreement;
b. Property settlement document;
c. Mortgage document (if prepayment fee is claimed, the document must include the payment terms);
d. Title document (e.g., the deed) necessary to determine title to the residence as required;
e. Paid invoices or receipts (of $75 or more) for each additional claimed expense item; and
f. Property settlement document and approved claim application if there has been a prior claim settlement ICW a residence purchase.

Residence Purchase

a. Purchase agreement;
b. Property settlement document;
c. Loan closing statement;
d. Title document (e.g., the deed) necessary to determine title to the residence as required;
e. Paid invoices or receipts (of $75 or more) for each additional claimed expense item;
f. Property agreement document and approved claim application if there has been a prior claim settlement ICW a residence sale; and
g. Finance charge disclosure statement when provided by a lending institution in compliance with PL 90-321 "The Truth in Lending Act."

Other General Requirements. The title to the residence at the old or new duty station, or lease with regard to an unexpired lease, must be in the name of the employee alone, or in the joint names of the employee and one or more dependents, or solely in the name of one or more dependents. If the title is in the name of the employee and someone who is not his/her dependent, only a partial reimbursement will be given. Title interest must have been acquired prior to the date the employee was first officially notified of the transfer. In cases where a divorce occurs prior to the settlement date of a real estate transaction, and the ex-spouse is on the title, generally a partial reimbursement is made.

An employee will only be reimbursed for expenses actually incurred and paid by the employee or a dependent.

Examples of Allowable Expenses for the Sale of a Residence: (See JTR, 054504 for additional guidance). The following expenses are typically reimbursable when reasonable in amount and customarily paid by the seller in the locale where the property is situated:

- Broker's fees or Realtor commission
- Other advertising and selling expenses (i.e. newspaper, bulletin board, multiple-listing services, etc.)
- Costs of searching title, preparing abstract and legal fees for a title opinion/title insurance policy (when customarily paid by seller)
- Costs of preparing conveyances, other instruments/contracts
- Related notary fees and recording fees
- Costs of making surveys, preparing drawings or plats when required for financing purposes
- Lender required inspections
- Transfer taxes
- Reasonable attorney fees

Examples of Allowable Expenses Incident to the Purchase of a Residence: (See JTR, 054504 for additional guidance). The following expenses are typically reimbursable when reasonable in amount and customarily paid by the buyer in the locale where the property is situated:

- FHA or VA fee for the loan application
- Loan origination fees (generally up to 1% of loan amount)
- Credit report
- Mortgage and transfer taxes
- State revenue stamps
- Mortgage title insurance policy paid for by the employee on a residence purchased by the employee for the protection of, and required by, the lender
- Expenses in connection with the construction of a residence which are comparable to purchasing an existing residence
- Lender's appraisal fee (only 1 is reimbursable)
- Survey
- Closing costs
- Recording fees
- Document preparation fees
- Reasonable attorney fees

Examples of Expenses Which Are Not Reimbursable: (See JTR, 054505 for additional guidance). Except as otherwise provided above, the following items of expense are **not** reimbursable:

- Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance
- Tax service fee (charged to buyer to compute and prorate the tax obligation)
- Interest on loans, points, and mortgage discounts or “rate buy downs”
- Home owners warranty (ERA warranty, Blue Ribbon warranty)
- Property taxes
- Federal Express charge/delivery fees, message service
- Operating or maintenance costs
- Cashier’s check
- Any fee, cost, charge or expense determined to be part of the finance charge
- Home improvements
- VA funding fee
- Buyers expenses paid by the seller
- Expenses that result from construction of a residence
- Legal fees where sale is not consummated
- Losses due to prices/market conditions at old/new duty station

NOTE: If an employee used the DNRP program and the employee rejected the offer, reimbursement for the sale of the residence will be limited to only those allowable expenses for which the government has not incurred an obligation or cost. Expenses such as appraisal, survey, inspection, etc., may not be reimbursable if the government incurs/incurred these expenses. The relocation contractor will provide copies of any documents the government will pay or has paid for.

20. DOD National Relocation Program (DNRP) Guaranteed Homesale Service (GHS): The program is available to current Federal employees selected for an Air Force Senior Executive Service (SES) or a GS-12 or higher, selected for, or returning from a CFT Key Career Position (KCP). The move must be from one location to another in the United States, (including Alaska and Hawaii), the Canal Zone area, or a U. S. territory or possession (such as Guam). Additionally, an employee who returns from a completed tour of duty from a foreign area to a non-foreign area different than the one from which transferred may be eligible for the program per Joint Travel Regulations (JTR), (employees who traveled overseas on a first duty station move and employees who were hired locally overseas are not eligible).

Additional Criteria. Eligible employees must elect to use GHS and complete sale transaction prior to the one year time limit and should enroll NLT 120 days before the one-year expiration date. An employee who elects to use GHS must market their home for sixty (60) days from the date of listing prior to enrolling in GHS. Following the AF imposed 60-day marketing period, and once the employee is enrolled in GHS, the employee must market their home for an additional sixty (60) days prior to accepting GHS offer = 120 days total.
An employee's residence (former residence for overseas returnees from a foreign area) must meet the requirements under the JTR, Chapter 5, Part B. According to DNRP guidelines (DNRP Handbook), the residence must be the employee's principal residence and cannot be a mobile home, houseboat, or cooperative. The residence must be the place from which the employee regularly (daily) commutes to and from work. The residence must be titled in the name of the employee and/or one or more dependents. In situations involving a divorce or separation, or title held with other than a dependent, contact AFPC/FMY at AFPCRESOURCESOFFICE@us.af.mil for further information regarding limited pro rata reimbursement. The maximum home value for which home sale services are payable is $750,000 per JTR, Chapter 5, Part B. It is DoD policy that an employee is responsible for any additional costs to the contractor relocation company if the home is sold using GHS at a price exceeding $750,000.

The Appraisal Process: A dedicated Relocation Counselor (RC) will provide you a list of appraisers who meet Worldwide Employee Relocation Council (WERC) qualifications. You will select the appraisers. If a third appraisal must be ordered, the process could take an additional 10 days. You may request appraisers who are not on the Relocation Management Company's (RMC) list, however, the RMC must verify their qualifications to perform residential relocation appraisals.
A. Appraisers must be residential appraisers, with no personal/financial interests in your property and have not appraised your property within six months. They must be qualified to perform WERC appraisals;
B. The RMC will contact your first two appraiser choices. The third appraiser will be used if the first two values differ by more than 10% of the higher value or if one of the first two is not available to appraise your home. If a third appraisal is necessary, the Guaranteed Appraised Value Offer will be calculated by averaging the two closest appraisals. If the high and low appraisals are equidistant from the middle appraisal, the Guaranteed Appraised Value Offer will be calculated by averaging all three appraisals;
C. You are encouraged to complete any repairs or maintenance prior to beginning the appraisal process. Your home will be appraised in "as is" condition;
D. **The appraisals will be based on recent sales and listings that, *in the appraiser's opinion*, are most comparable to your property. A relocation appraisal reflects what your home will sell for if exposed to the market up to a maximum of 120 days (i.e., the market value within the 120 day period). The appraisals are NOT based on your purchase price, assessed value or your mortgage balance**.

IMPORTANT: Employees should review the DNRP Transferee Handbook in its entirety prior to enrolling in the DNRP GHS program.

Registering in DNRP: An employee who meets the eligibility requirements will register online at: http://www.nab.usace.army.mil/Business-With-Us/Real-Estate/DNRP/.

21. Property Management Services (PM Services): The purpose of property management allowances is to reduce the Gov't's relocation costs by using the property management allowance in place of allowances for the sale of the employee's residence; and to relieve an employee transferred to OCONUS duty stations from the cost of maintaining a home in CONUS during the tour of duty. Property Management Services are intended to assist the eligible employee manage the residence in which he/she commuted to/from work daily while assigned at the old PDS as a rental property. Services include obtaining a tenant; negotiating the lease; inspecting the property regularly; managing repairs and maintenance; enforcing lease terms; collecting the rent; paying the mortgage and other carrying expenses from rental proceeds and/or the employee's escrow funds; accounting for the transactions and providing periodic reports to the employee; and similar services.

Additional Criteria: An employee transferring to a centrally managed position, who meets the DNRP GHS eligibility requirements, may elect Property Management (PRPM) services in lieu of GHS. An employee may self-procure PRPM services through a rental agency and be reimbursed up to 10 percent of the monthly rental amount or up to 10 percent of established rental value. (JTR, 054602). The AF ordering-authorizing or authenticating official may approve PRPM services. An employee who elects to use PRPM services may later sell the residence within the applicable time limits. (JTR, par. 054501). However, an employee may not use GHS pursuant to the same PCS orders. The reimbursement amount an employee receives for the sale of a residence may not exceed the maximum amount allowed (JTR, 054504) less the amount paid for PRPM services. If the amount paid for PRPM services equals/exceeds the maximum amount allowed (JTR, 054504), then no reimbursement is allowed for the residence sale (JTR, pars. 054501(5f)).

Reimbursement of PMS: The following documentation is required in order to process reimbursement:

- A copy of the lease agreement between the employee and the management company (this is a one-time requirement unless there is a change of Management Company).
- Monthly statement or summary statement from the Management Company reflecting actual MONTHLY rent received and management fee paid for each month, please ensure the summary is broken down by month.
- DD Form 1351-2 (travel voucher settlement) with blocks 2 thru 11 & 18 completed
- Copy of the PCS Travel Order.

Note 1: The PM Services reimbursement is required to be submitted semi-annually but no longer than annually

Note 2: Please do not sign the DD1351-2 until it is returned for submission to the local finance office.

Forward all pertinent documentation to: AFPCRESOURCESOFFICE@us.af.mil

Once completed, the PM Services reimbursement package will be sent back to the employee to file at the local Air Force servicing finance office for payment action.

22. Withholding Tax Allowance (WTA)

WTA is an allowance offered to employees, and if elected, is computed and paid on each claim that has taxable entitlements (and is itself a taxable entitlement). It is treated as an advance against the RIT allowance (explained below), and is subtracted from any RIT allowance computed in the following year. If WTA is elected (and WTA entitlement is issued), it becomes mandatory to file a RIT allowance within 120 days of the following calendar year. If the employee declines to have WTA paid on each claim, the entire tax entitlement will be paid in one lump sum on the RIT allowance voucher. Contact the local Financial Service Office (FSO) for inquires on RITA.

23. Relocation Income Tax Allowance (RITA)

RITA is designed to compensate relocating employees for the additional tax liability they incur as a result of a government directed move. Payment of RITA is authorized to reimburse eligible employees for substantially all additional federal, state, and local income taxes incurred by the employee as a result of certain moving expense reimbursements. HHT, TQSE, Miscellaneous Expense Allowance, Real Estate, Unexpired Lease, and en route travel are covered by RITA. Your FSO can assist with filing your claim for RITA.

Payment is computed on a formula originated by the IRS which approximates the taxes an employee has already paid and the taxes that will be due on the reimbursement through RITA. The Withholding Tax Allowance (WTA) is an advance on the RIT allowance and will be deducted from it. Designed to reimburse the employee for federal tax withheld on each claim for taxable moving expenses, the WTA is an estimated partial payment (advance) of the total RIT allowance. It is automatically computed and added to the employee's relocation claim by the Financial Service Office when paying a voucher.

OTHER USEFUL INFORMATION

Most employees are eligible for a Government Travel Charge Card (GTCC) which can be used in an Automated

Teller Machine (ATM) to obtain a cash advance. Air Force Policy is that this program is to be used for obtaining advances for officially approved and authorized PCS travel expenses.

If you are the holder of a GTCC, you must use the card in support of your HHT as well as your PCS travel, per diem, and temporary quarters which will also provide you with documentation of your expenses.

If you are **not** the holder of a GTCC, you may request advances from your servicing finance activity in support of the following allowances:

- Travel/Per Diem
- House Hunting Trips
- Temporary Quarters

Travel advances shall not exceed 80% of the total estimated cost. If your travel advance is less than the amount of expenses you incur, the government will reimburse you the difference when you file your travel voucher. If your expenses are less than the amount of the advance, you must return the excess to the government when you file your travel voucher. The FSO will notify you of the amount owed.

Contact the base FSO, Travel Section, and/or JTR for further information about reimbursable travel expenses.

DESTINATION SERVICES

All Air Force personnel are eligible to receive destination services when relocating, including home finding assistance, including rental assistance and mortgage counseling. To request these services call 1-800-344-2501 and ask for a destination services counselor. These services are provided at no cost to the employee or to the government. Employees should avail themselves of this service before taking a house-hunting trip.

EXCUSED ABSENCE RELATING TO TRAVEL

The following excerpt is from **AFI 36-815, Absence and Leave, dated 3 August 2018**, and is provided for your information. Be advised that there are other instances that may apply to you, so you may have to review the actual regulation in these cases.

10.18. Absences in Connection with Travel.
10.18.1. Permanent change of duty station (PCS). An employee with PCS orders may be granted administrative leave to make personal arrangements and transact personal business directly related to the permanent change in duty station, provided that such business or arrangements cannot be transacted outside regular working hours. This includes such things as closing and opening personal bank accounts, or obtaining a driver's license and auto tags. This provision does not cover time involved in complying with PCS requirements such as obtaining passport and vaccinations, adhering to government housing authority requirements, or being present for packing and receiving of household goods. Such tasks required by the PCS are considered to be official duties. For an assignment to or return from, overseas employment, official duties further include time spent to deliver or reclaim privately owned vehicle (POV) to or from the port facility, obtain required physical examination, vaccination and inoculation, or passport, or to comply with other special requirements imposed because of the overseas assignment, including absence to obtain travel orders. An employee required to report to another activity to comply with overseas processing requirements is not charged leave for any absence necessary to make the trip. Administrative leave or official duty time only applies to the employee for whom PCS orders has been authorized and not to any civilian employees who may be listed on the orders as dependents.

10.18.2. When extensive permanent change of duty travel outside of regularly scheduled hours of duty is required, employees are authorized to be absent from work without charge to leave or loss of pay for a reasonable time to recuperate from fatigue or loss of sleep. In determining "reasonable time" the supervisor considers the adverse effect on work performance, health, or well-being, and any safety hazard which might result from working while fatigued. Normally, this should not exceed 4 hours. When the total elapsed travel time exceeds 20 consecutive hours, as in the case of travel between the continental United States and either Pacific or European bases, up to 8 hours of duty time may be excused for recuperation.

10.18.3. Privately Owned Conveyance. When a privately owned conveyance is authorized or approved for permanent duty travel, except for renewal agreement travel, travel time for salary payment purposes is computed on the basis of 350 miles a calendar day. Any time in excess of the computed number of days which falls within the employee's regularly scheduled basic workweek is charged to leave. No charge is made to leave if an employee arrives at the new duty station before the reporting date, computed on the basis of 350 miles of travel a calendar day.

TRAVEL TIME

The employee is required to travel on the **Gaining Activity's** time as the gaining activity is funding the move. By traveling on their time, the gaining activity can control leave en route. In a RIF or PPP situation, where the losing activity is paying for the PCS, the employee travels on the losing activity's time.

TAX IMPACT OF A PCS

When an employee performs a PCS with the government, the majority of entitlements are considered taxable by the Internal Revenue Service (IRS). Per the "Revenue Reconciliation Act of 1993," the

Taxable reimbursements include:

- En route travel for meals only
- All HHT expenses
- All TQSE reimbursements
- All Real Estate expenses
- HHG storage after 1st 30 days, and
- Miscellaneous Expense allowance.

Non-taxable reimbursements include:

- HHG shipment
- HHG storage 1st 30 days only
- Lodging and mileage for en route travel

These items are taxable to you in the calendar year in which you are issued reimbursement, not necessarily the year the expense was incurred.

For example: a Real Estate sale/purchase closing December 27, 2004, with a reimbursement check issued January 27, 2005; this expense would be taxable in 2005. In addition, if a reimbursement check is issued December 27, 2004, but not received by the employee until January 2005, this expense would be taxable in 2005.

For the above taxable and non-taxable items, a PCS W-2 is issued by the paying travel office by January 31 of the year following the year of reimbursement.

NOTE: This is a separate W-2 from the one issued by the Payroll Division for your salary. If you filed any vouchers with the finance office at the old duty station they will issue a W-2 for those vouchers and likewise for vouchers filed at the new duty station. You should provide the old duty station finance office with a current physical address the new duty station. They have no way of obtaining this information and you may not get your W-2.

For the above taxable reimbursements, the PCS paying office is required to deduct the following taxes:

1. Federal Withholding Tax (FWT): 17 or 28 percent (determined by WTA percentage elected);

2. Medicare: 1.45 percent for Federal Employees' Retirement System (FERS) and Civil Service Retirement System (CSRS) employees

3. FICA: 6.20 percent for FERS employees only;

NOTE: The travel regulations provide for the payment of a relocation income tax allowance (RITA) to reimburse eligible employees for substantially all of the additional Federal, State, and Local income taxes incurred as a result of the above additional income. See the following explanation of the RITA and the Withholding Tax Allowance (WTA), which is an advance of the RITA.

ADDITIONAL RESOURCES FOR TRAVEL AND TRANSPORTATION

PCS Videos/Briefings are available at:
https://afciviliancareers.com/legal-regulatory.php

PCS Knowledge Articles are available on the myPers website at:
https://mypers.af.mil/app/home

For Entitlements and Allowances - Joint Travel Regulations
https://www.defensetravel.dod.mil/site/travelreg.cfm

For all Household goods, POV shipment and GBL cost comparison related questions contact your nearest TMF
http://www.move.mil/home.htm
http://www.defensetravel.dod.mil/index.cfm

For reimbursement, travel rates and other finance related questions contact your gaining Comptroller Squadron civilian pay office
http://www.dfas.mil/dfas/pcstravel.html

- **NOTE: As soon as Air Force Financial Services Center (AFFSC) initiated payments are sent to Defense Finance and Accounting Services (DFAS) for disbursement, an employee can view "Travel Voucher Advice of Payment" in myPay that will show how much and when they can expect to receive payment for travel claims submitted.**

Department of State Standardized Regulations (DSSR)

SUBSISTENCE EXPENSE REIMBURSEMENT
TQSE (ACTUAL EXPENSE) METHOD

Subsistence Expense Reimbursement may be paid under the **ACTUAL EXPENSE -TQSE (AE)** method or the **FIXED RATE-TQSE (LS**) method.

The employee must make an election of the subsistence expense reimbursement method and indicate it on the PCS Worksheet which must then be included in the PCS order. Once the employee has elected a TQSE method of reimbursement, the selection may not be changed if the travel order (including the HHT) has been executed.

TQSE (ACTUAL EXPENSE) reimbursement method is **based on the $116 per day Standard CONUS per diem rate** which applies when TQSE (AE) is elected and **temporary quarters are in CONUS**.
IMPORTANT: The Standard CONUS rate is ONLY an example and may not reflect the current Standard CONUS rate.

CONUS Per Diem Rate: $116/day*	First 30 Days Formula	First 30 Days Maximum Reimbursement	After 30 Days Formula	After 30 Days Maximum Reimbursement
Employee or Unaccompanied Spouse	$116	$116	$116 X .75	$87.00
Accompanied Spouse	$116 X .75	$87.00	$116 X .50	$58.00
Dependent 12 and older	$116 X .75	$87.00	$116 X .50	$58.00
Dependents Under 12	$116 X .50	$58.00	$116 X .40	$46.40

***When the PCS is to a NON-FOREIGN OCONUS LOCATION (Alaska/Guam/Hawaii), replace the $116/day rate with the per diem area locality rate of the overseas duty station.**

SUBSISTENCE EXPENSE REIMBURSEMENT
TQSE (FIXED) METHOD

Fixed TQSE (LS) is a lump-sum payment for subsistence allowances. Any remaining balance is the property of the employee.

- It is based on the maximum locality per diem rate (LPDR) of the new duty station
- Determine the LPDR from the table located at: **http://www.defensetravel.dod.mil/site/perdiemCalc.cfm**
- **Example:** **$186 per day x .75 x 1(Empl) x 30 days = $4185**
  $186 per day x .25 x 4 (Dependents) x 30 days = $5580
  Total FIXED TQSE authorized = $9765

  REMEMBER: The above amount must cover your food and lodging until you are in permanent quarters which could be longer than 30 days.

- The employee is entitled to 75% of the maximum locality per diem rate for up to 30 days
- Each dependent is entitled to 25% of the maximum locality per diem rate for up to 30 days
- If temporary quarters are occupied for more than 30 days, any additional expenses are the employee's responsibility
- NO extensions will be granted or payment made for more than a 30-day period
- Receipts and supporting documentation are not required
- If house-hunting trip (HHT) is taken, TQSE (FIXED) 30 day period is not reduced by days spent on the HHT