

Welcome to the Heidelberg District!

Congratulations on your assignment to the Heidelberg District. We, at the Heidelberg Personnel Field Office, look forward to assisting you and making your transition smoother. Follows are instructions on how to complete the following common benefits & entitlements:

Temporary Quarters Subsistence Allowance (TQSA)

Foreign Transfer Allowance (FTA)

Advanced Pay

Living Quarters Allowance (LQA)/Post Allowance (PA)

Travel Vouchers

If you have any questions, please contact our office at
06221-67-7320/7322/7323

Temporary Quarters Subsistence Allowance

TQSA is an allowance granted to an eligible employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family members for a period not to exceed 90 days after first arrival at a new post in a foreign area.

TQSA should be requested every 10-14 days to keep a flow of money coming to the employee.

TQSA rates can be found at: <https://hq-w4.dodea.edu/lqarates/lqarates.cfm>

The screenshot shows a web browser window titled "Rates Selection Screen - Microsoft Internet Explorer". The address bar displays "https://hq-w4.dodea.edu/lqarates/lqarates.cfm". The page content includes the DoDDS logo and the text "DoDDS Rate Reports". Below this, there are two sections: "Rate Reports by Post" and "Currency Conversion Rates".

Rate Reports by Post: Choose Post: View Rate Report

Currency Conversion Rates: Currency: Year: View Currency Report

If you do not see your post within the drop-down, please review the crosswalk chart, below, for an alternate selection.

OTHER POST SELECTION LIST			
POST:	Alternate Post:	POST:	Alternate Post:
Ansbach	Other Germany	Kitzingen	Wuerzburg
Alconbury	Other U.K.	Landstuhl	Kaiserslautern
Atsugi	Tokyo-To	Mannheim	Heidelberg
Bad Nauheim	Friedberg	Neubuecke	Baumholder
Bamberg	Other Germany	Ramstein	Kaiserslautern
Bitburg	Other Germany	Sagamihara-Zama	Tokyo-To
Boeblingen	Stuttgart	Schweinfurt	Other Germany
Dexheim	Other Germany	Sembach	Kaiserslautern
Feltwell	Lakenheath	Spangdahlem	Other Germany
Gelnhausen	Hanau	Vilseck	Other Germany
Hohenfels	Other Germany	Volkel	Other Netherlands
Illesheim	Other Germany		

How to apply for TQSA

Once you have your receipt for the first 10-14 days of TQSA:

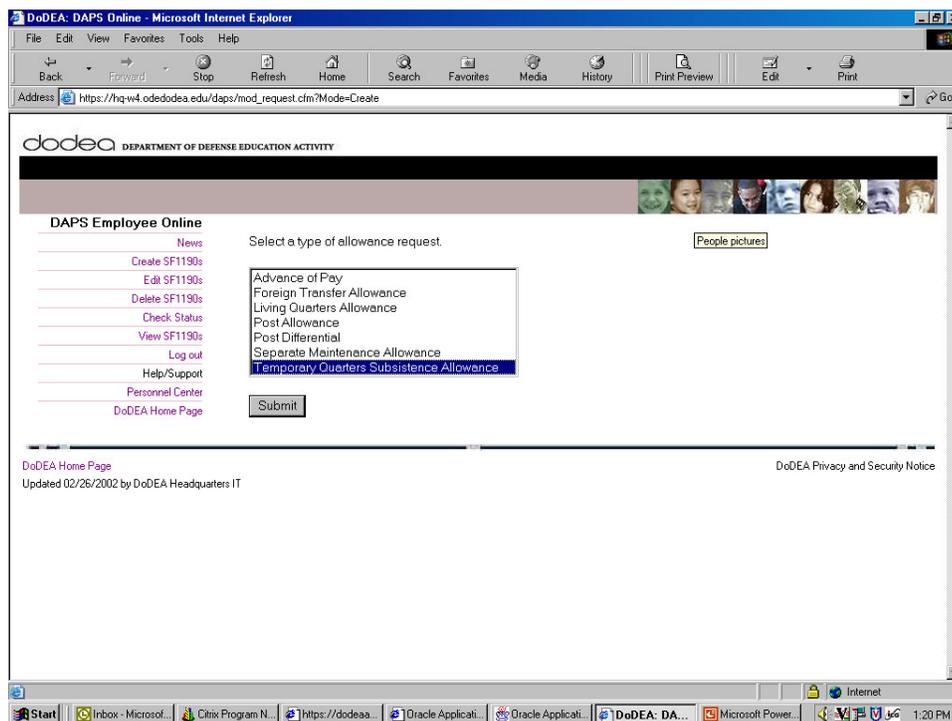
Step 1 – Go to DAPS <https://hq-w4.dodea.edu/daps/>

Step 2 – Select Employee Login

Step 3 – Sign in using SSN & Birth date (you don't need a special login/password)

Step 4 - Select CREATE SF-1190

Step 5 – Select Temporary Quarters Subsistence Allowance – then submit



Step 6 – Fill out page:

DoDEA: DAPS Online - Microsoft Internet Explorer

Address: https://hq-w4.ododedea.edu/daps/mod_request.cfm?Mode=Create

Create TQSA allowance request.

Name	DRESCHER JENNIFER E
SSN	175608355
Notification Email Address	
Agency/Organization	DoDEA
Position	HUMAN RESOURCES ASSISTANT (OA)
Pay Plan	GS-0203-07 STEP 04
Address	
Current Post	DOD EDUCATION ACTIVITY, DODDS-EUROPE, HEIDELBERG DISTRICT
Previous Post	
Date of Arrival (MM/DD/YYYY)	
TQSA Start Date (MM/DD/YYYY)	
Start Date (MM/DD/YYYY)	
End Date (MM/DD/YYYY)	
If Local Hire: Date of Arrival Reason for presence	
Reason for submitting	

Reason for submitting dropdown menu:

- Initiate TQSA
- Extend TQSA
- Terminate TQSA
- Outgoing TQSA
- Continued TQSA

Dependent Information (Include your spouse if applicable)

Done

Start | Inbox ... | Citrix ... | Adob... | Oracl... | Docu... | RE: C... | https... | Oracl... | Oracl... | DoD... | Micro... | 10:56 AM

Email address: School email address

Address: CMR/Unit address

Previous Post: self-explanatory

Date of Arrival: date arrived in Germany

TQSA Start date: date of first day claiming TQSA

Start date (Initial Submission): same as TQSA start date

Subsequent Submissions: date of the current submission

End date: End date of this current submission

****Please note Start date and end date MUST match the dates on your hotel receipts**

Reason for submitting: Initiate TQSA – first submission

Continued TQSA – subsequent TQSA submissions

Step 6 continued

Reason for submitting: [dropdown]

Dependent Information (Include your spouse if applicable)

Name	SSN	Relation	DOB (MM/DD/YYYY)	Arrival Date (MM/DD/YYYY)	Address	At Post?	% Support
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	
		[dropdown]			[dropdown]	<input type="checkbox"/>	

Spouse Information (Only required if spouse is a U. S. Government employee)

Name: [text box]

Fill in dependent information for those in country

Step 7 - scroll down and click "WORKSHEET"

Step 8 – Begin filling in worksheet

DoDEA: DAPS Online - Microsoft Internet Explorer

Address: https://hq-w4.ododedea.edu/daps/mod_worksheet.cfm?request_id=175608355-200407071247&allowance_type=TQSA&mode=Create

Temporary Quarter Subsistence Worksheet

TQSA Expense Dates

TQSA Start Date	Start Date	End Date
06/01/2004	06/01/2004	06/10/2004

Fill all dates with these values.

(A) Lodging		(B) Per Day Meal/Laundry/Dry Cleaning Statement	
Currency	Amount	Currency	Amount
UNITED STATES		UNITED STATES	

All currency displayed in U.S. Dollars.

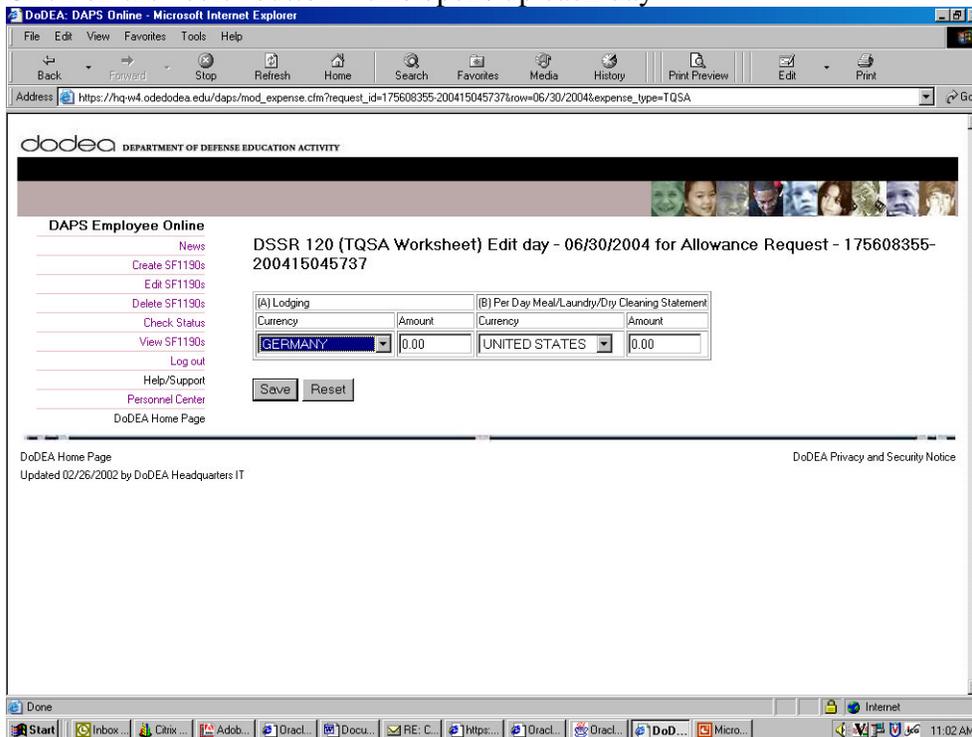
Edit	Date	Lodging	Per Day Statement	Total	Max Family Rate	Max Allowable Rate
Edit	06/01/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/02/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/03/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/04/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/05/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/06/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/07/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/08/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/09/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
Edit	06/10/2004	\$0.00	\$0.00	\$0.00	\$146.25	\$0.00
		\$0.00	\$0.00	\$0.00	\$1,462.50	\$0.00

TQSA Information

TQSA Type	Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Amount
<input type="checkbox"/> Advance			0.00
<input type="checkbox"/> Lump Sum			0.00
<input type="checkbox"/> Biweekly			0.00

Taskbar: Start | Inbox - Microsof... | Citrix Program N... | https://dodea... | Oracle Applicati... | Oracle Applicati... | DoDEA: DA... | Microsoft Power... | Internet | 1:17 PM

Click on the “edit” button – this opens up each day



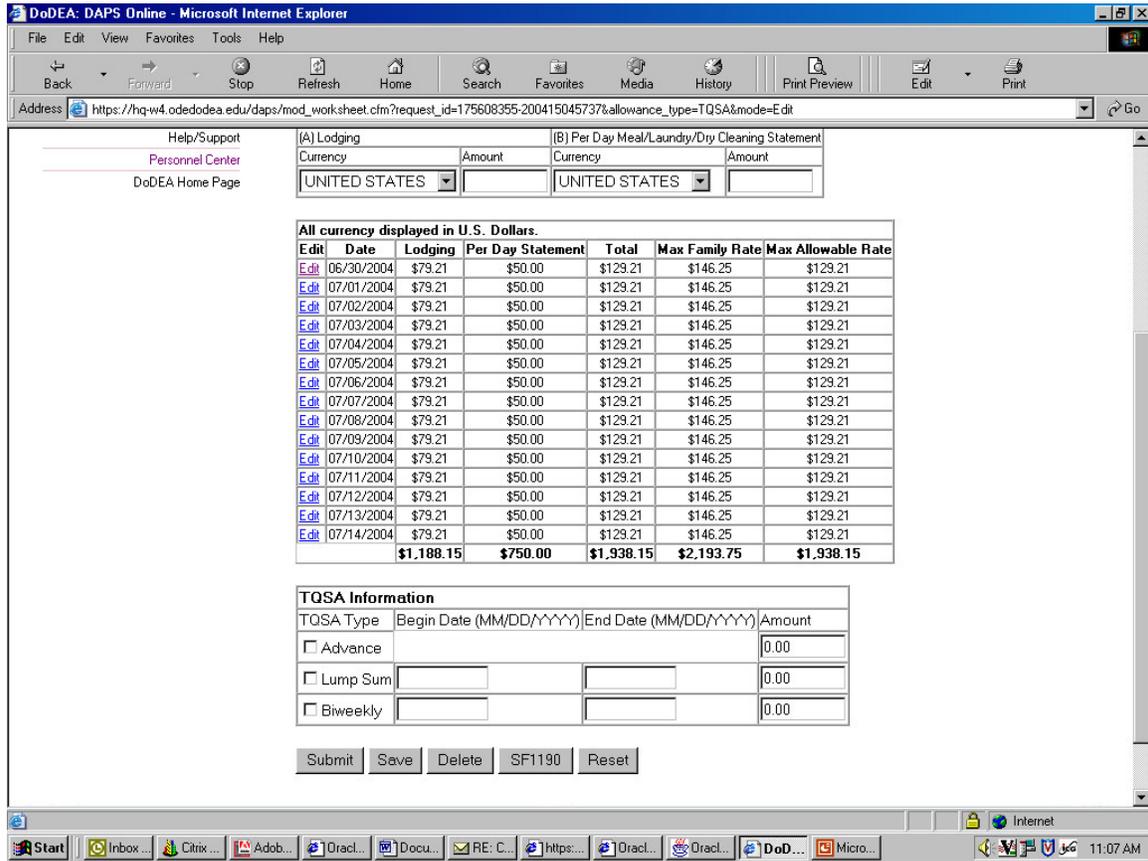
If your expenses are in US dollars then select “United States”, if your expense is in Euro then select “Germany. Fill in the appropriate amount of your lodging (which matches your receipt) and Meals/Dry cleaning.

You will not have to provide receipts for meals as long as it falls into what an average person would consider REASONABLE. With that said, it is best to keep your receipts until your claim has been through final adjudication. For instance:

TQSA Maximum rate for a family of 4 is \$250 per day. The hotel bill comes to \$150 per day and you submit for approximately \$75 of food per day. This is reasonable and you probably won’t be required to provide receipts. On the other hand if your hotel bill is only \$60 per night and you submit for \$190 of food per day, you are going to be required to submit receipts. Do not submit the same dollar amount for food expenses each day – this is a red flag that you are not turning in claims for actual expenses.

When done hit save and follow the same steps for each day until complete.

Step 9 – Once you have completed all days



Check “Lump Sum” or Biweekly and PRINT out a copy of this page for your records then hit “Submit.”

Step 10 – Immediately provide your receipts to your school secretary who will forward them to HQ for processing.

You can check to see the status of your request by logging back into DAPS and selecting “Check Status.” When the submission is marked as “Completed” you can go to “View SF-1190” and print out a copy for your records. If your submission stands at “Pending” for more than 5 days, please notify your servicing HR Assistant at the HD DSO Personnel Field Office to find out what is wrong.

TQSA payments will be received in your normal paycheck. If you do not receive your TQSA payment within one COMPLETE pay period after the submission is marked “completed,” please contact your servicing HR Assistant at the HD DSO Personnel Field Office.

Step 11 – Attached (the next two pages) is a Memorandum for TQSA. Everyone receiving TQSA must read, print off, sign and return this Memorandum to the HD District Personnel Office. This will serve as proof you understand the regulations and requirements governing the payment of TQSA.

MEMORANDUM FOR DODEA TEMPORARY QUARTERS SUBSISTENCE
ALLOWANCE RECIPIENT

SUBJECT: Conditions of Eligibility for Temporary Quarters Subsistence
Allowance (TQSA)

The authorization and payment of TQSA is governed by the provisions of Chapter 120 of the Department of State Standardized Regulations (DSSR) and DoD Manual 1400.25-M, Subchapter 1250. An employee must be eligible for living quarters allowance to be authorized TQSA.

TQSA is an allowance that is intended to assist in covering the average costs of adequate but not elaborate or unnecessarily expensive accommodations in a hotel, pension, or other transient-type quarters for you and your family members who are residing with you at your post of assignment. In addition, TQSA is intended to cover the cost of reasonable meal and laundry/dry cleaning expenses for a period not in excess of 90 days after first arrival at a new post in a foreign area or 30 days immediately preceding final departure from the post following vacating of residence quarters. TQSA is not intended to cover toiletry and sundry items, childcare products, smoking products, entertainment products, and alcoholic beverages. Therefore, the cost of these types of items may not be included on your claim for reimbursement.

The 90 and 30 day TQSA periods may be extended up to but not more than 60 days in each case if it is determined that compelling reasons beyond the control of the employee require continued occupancy of temporary quarters. You can request an extension of TQSA by letter or by email. When a request is received, the Program Manager for the Customer Operations Teams (COT) servicing your area will determine if circumstances warrant an extension. Once approved, the team member will fax or email a copy of the approval letter to you.

When you apply for TQSA, you will need to complete an SF-1190, Foreign Allowances Application, Grant and Report, a TQSA Worksheet, and a TQSA Actual Expense Worksheet. You will be required to attach copies of receipts for the lodging expenses you claimed on the worksheet with your TQSA submission. You may provide a certified statement as to your **actual daily costs** for meals and laundry/dry cleaning expenses. You can only claim actual expenses incurred versus a "flat" or "average" daily amount. Claims that do not include the actual daily expenses for lodging and meals will not be paid.

TQSA Claims must be filed online through the automated DoDEA Allowance Processing System (DAPS). You can receive assistance from your school secretary or

your local Human Resources Office on the use of DAPS. Although receipts for meals, laundry, and dry cleaning expenses are not required to be submitted with your application for TQSA, **you are required to retain receipts for all meal, laundry, and dry cleaning expenses.** If the amounts you have claimed appear to be extravagant, you will be required to provide receipts. If you fail to provide receipts, allowance payments for meals and laundry/dry cleaning expenses will be suspended until the supporting receipts are provided.

You are responsible for immediately reporting any changes that affect your TQSA authorization such as a change in marital or family status, change in the number of authorized dependents at the post, attainment of age 21 by a dependent child, or movement into permanent quarters. Immediate reporting of these changes will ensure you receive prompt payments, if due, or prevent you from incurring a debt. Intentional misrepresentation of the facts involving an application for TQSA may result in removal from Federal employment. If you have any questions about your TQSA, please contact your Local Human Resources Advisor or your servicing Customer Operations Team.

Please initial the bottom right hand corner of the first page and complete the section below. A signed copy of this memorandum must be returned to the Heidelberg District Personnel Office . Please retain a copy for your records.

I certify that have read and understand the above conditions regarding eligibility for a temporary quarters subsistence allowance.

Employee's Signature: _____

Date: _____

Employee's Name (printed): _____

Foreign Transfer Allowance (FTA)

FTA is designed to assist in offsetting the cost of extraordinary items that are incurred when moving. You can either get:

1. flat Amount - not itemizing - \$500 for single employees or \$1000 for employees with families
2. If using an Immobilien – up to 1 weeks base pay for single employees or 2 weeks base pay for employees with family. You must provide Immobilien receipt as verification.

How to claim FTA:

If you are a reassigning employee see page 12

If you are a new CONUS hire: Your submission will go through DAPS

<https://hq-w4.dodea.edu/daps/> (see TQSA section for DAPS login procedures)

Step 1 – Select “Foreign Transfer Allowance”

Step 2 – Fill in blanks (see TQSA submission for basics)

Step 3 – When you reach the FTA portion of the form:

The screenshot shows a Microsoft Internet Explorer browser window displaying the DoDEA DAPS Online form. The address bar shows the URL: https://hq-w4.dodea.edu/daps/mod_request.cfm?Mode=Create. The form is titled "Foreign Transfer Allowance Information" and contains the following sections:

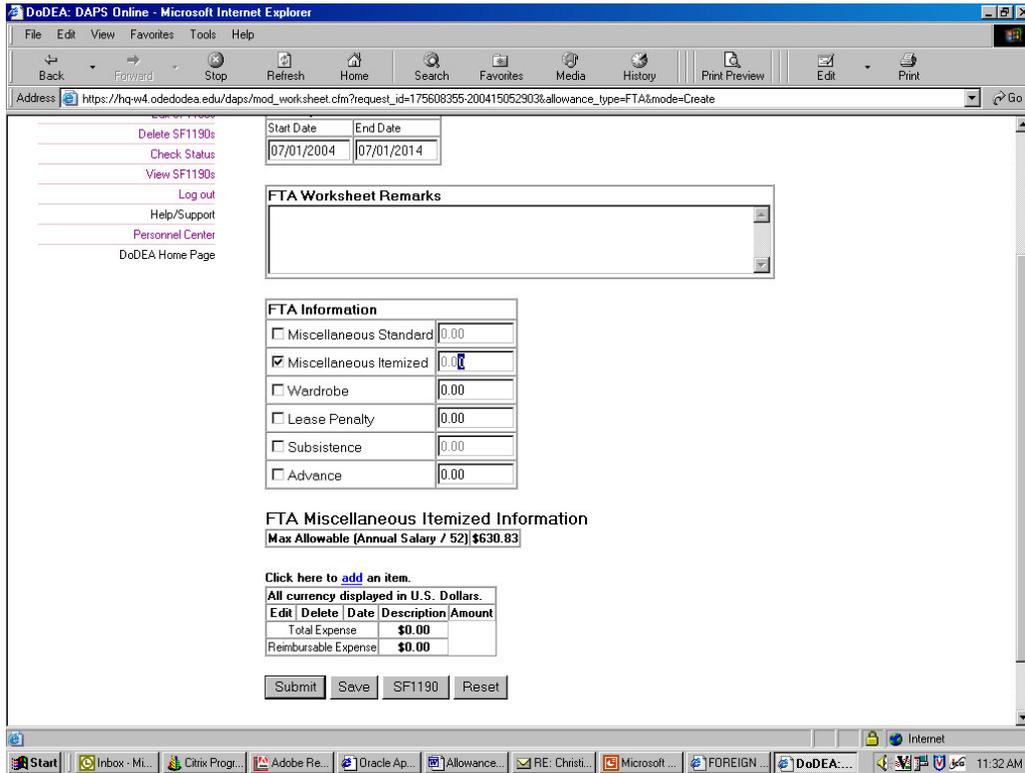
- FTA Worksheet Remarks:** A text area for entering remarks.
- FTA Allowance:** A section with four checkboxes:
 - Miscellaneous Standard
 - Miscellaneous Itemized
 - Subsistence
 - Wardrobe
 - Lease Penalty
- Next Post:** A dropdown menu.
- Three Months Rent:** A text input field.
- Lease Term Penalty:** A text input field.
- Payment Method Information:** A section with four fields:
 - Payment Method:** Radio buttons for Electronic and Mail Check.
 - Financial Institution Name:** A text input field.
 - Financial Institution Address:** A text input field.
 - Routing Number:** A text input field.

The taskbar at the bottom shows several open applications, including Start, Outlook, Citrix, Adobe Reader, Oracle Ap..., Allowance..., RE: Christi..., Microsoft..., FOREIGN..., and DoDEA... The system clock shows 11:28 AM.

Check “Miscellaneous Standard” if you did not utilize an Immobilien
Check “Miscellaneous Itemized” if you DID use an Immobilien

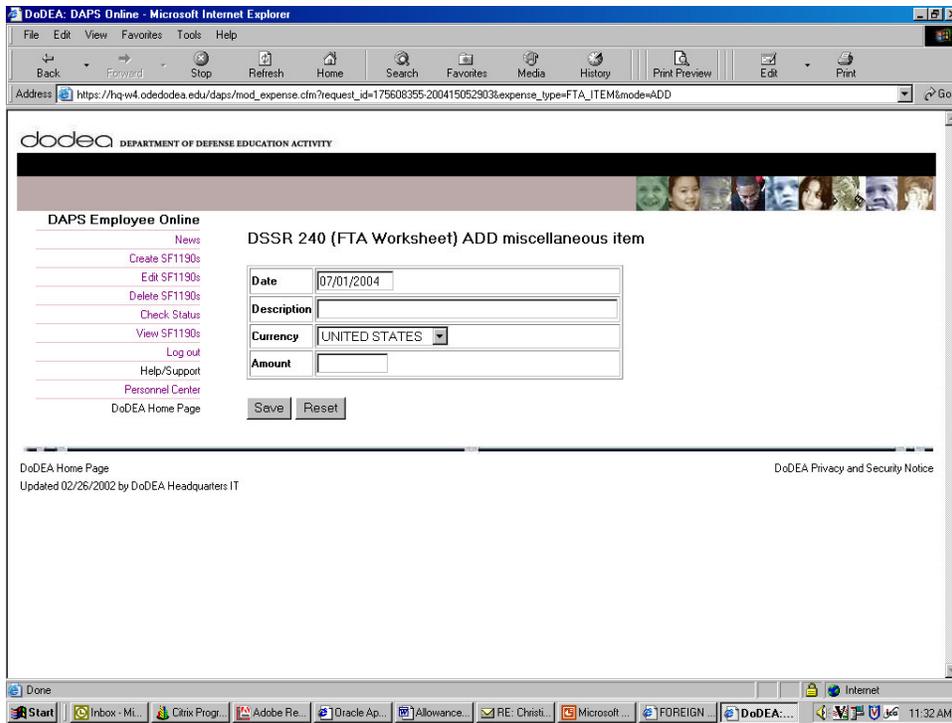
Then Scroll down and click “worksheet”

Step 4



Note it shows you the maximum FTA you can get.

Click on the “add” at the bottom. It will open up...



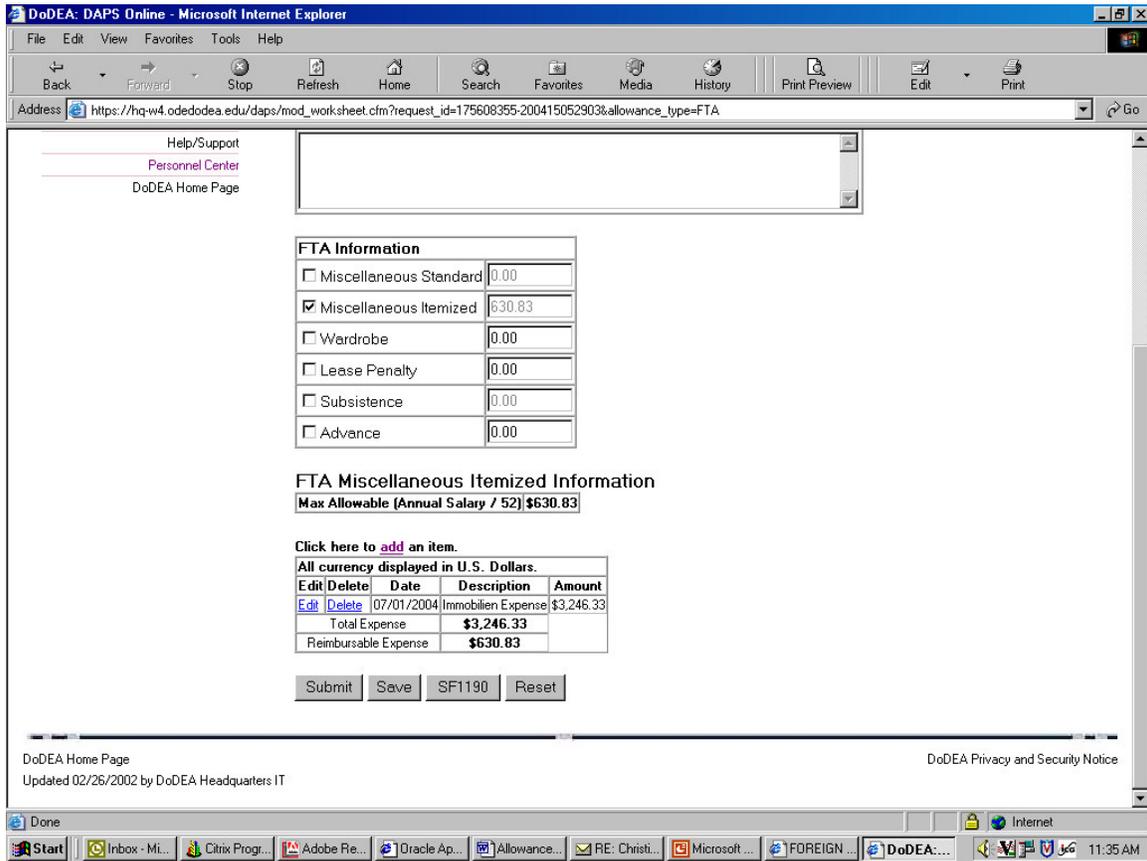
Description: Immobilien Expense

Currency: Germany

Amount: Put the total amount in Euros of the Immobilien

Then hit "save."

Step 5 –



Print this page out, then hit “submit,” and provide your school secretary a copy of the Immobilien receipt.

How to submit for FTA if you are a reassigning employee

FTA for reassigning teachers is done through a DD Form 1351-2 and submitted to 208th Finance.

Fill out the travel voucher as normal. FTA is listed under Item 18 – Reimbursable Expenses”

- a. Date – date of Immobilien receipt
- b. Nature of Expense – Misc. Expense”
- c. Amount – amount of Immobilien and write “Euro”
- d. Allowed – leave blank

Make 5 copies of Travel Voucher, Orders, Direct Deposit Form, & Immobilien Receipt. This will be mailed to DFAS. The address can be found on page 2 of your orders.

Advanced Pay

You can request an advance pay of up to 6 pay periods. You will need to submit through your school secretary to your servicing Customer Service Representative at the HD DSO Personnel Field office the following:

1. SF-1190 - you can get this from your school secretary
2. Travel Orders
3. Most recent LES or if new CONUS hire, Employment letter

NOTE: This MUST be requested within 60 days of report date. After 60 days, you lose the ability to request this benefit.

Living Quarters Allowance (LQA) & Post Allowance (PA)

LQA is a quarters allowance granted to an eligible employee for the annual cost of suitable, adequate, living quarters for the employee and his/her family.

Post allowance means a cost-of-living allowance granted to an eligible employee officially stationed at a post in a foreign area where the cost of living, exclusive of quarter's costs, is substantially higher than in Washington, D.C. Post allowance may not be paid with TQSA.

LQA rates can be found at: <https://hq-w4.dodea.edu/lqarates/lqarates.htm>

DoDDS Rate Reports
 Department of Defense Education Activities

Rate Reports by Post
 Choose Post:

Currency Conversion Rates:
 Currency: Year:

If you do not see your post within the drop-down, please review the crosswalk chart, below, for an alternate selection.

OTHER POST SELECTION LIST			
POST:	Alternate Post:	POST:	Alternate Post:
Ansbach	Other Germany	Kitzingen	Wuerzburg
Alconbury	Other U.K.	Landstuhl	Kaiserslautern
Atsugi	Tokyo-To	Mannheim	Heidelberg
Bad Nauheim	Friedberg	Neubruecke	Baumholder
Bamberg	Other Germany	Ramstein	Kaiserslautern
Bitburg	Other Germany	Sagamihara-Zama	Tokyo-To
Boeblingen	Stuttgart	Schweinfurt	Other Germany
Dezheim	Other Germany	Sembach	Kaiserslautern
Feltwell	Lakenheath	Spangdahlem	Other Germany
Gelnhausen	Hanau	Vilseck	Other Germany
Hohenfels	Other Germany	Volkel	Other Netherlands
Illesheim	Other Germany		

Once you have your lease, login to DAPS (see TQSA submission for basics of logging in to DAPS. Select “Create SF-1190” and select “Living Quarters Allowance.”

Step 1 – Fill out basic information

Date of Arrival: date you arrived at post

Start Date: Start date of LQA – should coordinate with the start date on your lease.

NOTE: You cannot overlap LQA and incoming TQSA

End date: Put 10 years from start date

Reason for submitting: Select – Initiate both LQA & PA

Your dependents should auto-populate. Scroll down to the bottom and hit “worksheet.”

The screenshot shows a web browser window titled "DoDEA: DAPS Online - Microsoft Internet Explorer". The address bar shows the URL: https://hq-w4.ododedea.edu/daps/mod_request.cfm?Mode=Create. The main content area displays a form titled "Living Quarters Allowance (Regular)". The form includes the following fields and sections:

- Date Occupied (MM/DD/YYYY)
- Type of Quarters (dropdown menu)
- Furnished Status (dropdown menu)
- Leased/Owned (dropdown menu)
- Rooms (input field)
- Size (input field and dropdown menu)
- Percentage Shared (input field)
- If employee shares quarters, give the name of the person(s) with whom he/she is sharing with employing firm/agency. (input field)
- If employee rents quarters from another U. S. Government employee, give name of that employee and his/her agency. (input field)
- If employee lets or sublets a portion of his/her owned or leased quarters:
 - Name of sublessee and employing firm/agency (input field)
 - Amount received from sublessee (input field)
 - Amount deducted from expenses claimed under block 16 (input field)
 - Date of let or sublet (MM/DD/YYYY) (input field)
- For Personally Owned Quarters (POQ) [Official Use Only]
 - Date of original purchase (MM/DD/YYYY) (input field)
 - Exchange rate at time of purchase (input field)

Fill in the above information based on your lease agreement. Leave blank anything that is not applicable. Once completed, scroll to the bottom and click “worksheet.”

Step 2 – Filling out the worksheet

Quarters Group		3	4
Description	GERMANY	U.S. Dollars	
(a) Rent, if leased; or 10% of original purchase price, if owned (Claim limit: 10 years)	0.00	0.00	
(b) Garage rental (not to exceed 25% of maximum LQA)	0.00	0.00	
(c) Furniture rental (not to exceed 25% of maximum LQA)	0.00	0.00	
(d) Insurance on rented property and/or furnishings required by law or custom to be paid by lessee	0.00	0.00	
(e) Taxes levied by the local government and required by law or custom to be paid by lessee	0.00	0.00	
(f) Land rent, if required by local law or custom (applies only to POQ)	0.00	0.00	
(g) Agent's fee if mandatory by law or custom and is condition of obtaining lease. Must be paid by lessee to landlord - not agent.	0.00	0.00	
(h) Apartment/condominium fees (Excluding single family dwelling and POQ)	0.00	0.00	
(i) Interest on a loan from American institution to finance "key money" paid to landlord.	0.00	0.00	
(j) Appreciation fee paid directly to landlord. Must appear on lease or rental agreement.	0.00	0.00	
(k) Heat - gas, fuel	0.00	0.00	
(l) Electricity	0.00	0.00	
(m) Other heat, fuel (Specify)	0.00	0.00	
(n) Water	0.00	0.00	
(o) Garbage Collection	0.00	0.00	
Total Expenses claimed for this period (100%):	0.00	0.00	

LQA Advance Advance

Enter in the figures in Euro in YEARLY amount. For the utilities that you have to provide on your own, put in an estimate. You can talk to the utility company or landlord for what the previous occupant spent per month.

NEBENKOSTEN – this is an amount paid to the landlord on top of basic rent to cover costs that he pays and you reimburse for on a yearly basis.

The following are an example of the common Nebenkosten expenses that are NOT reimbursable by DoDEA based on the Department of State Standardized Regulation:

- Security Deposit for rent/utilities
- Schornsteinfeger – Chimney Sweep (can be called other things in German)
- Wartungskosten – Maintenance Cost
- Treppenhausreinigung – Stairwell Cleaning
- Gartenpflege – Gardening
- Schneeraeumen – Snow Removal
- Versicherungen – Insurance
- Steuern – Taxes
- Satellitenantenne – Satellite dish

Kabelfernsehen – cable TV
Telefonkosten – Telephone
Zweite Garage – 2nd Garage
Carport/autoabstellplatz – Carport
Abrechnungskosten – Settlement costs

Please keep in mind that in the German language there can be different words for the same thing. Check with the housing office or your landlord to see what each Nebenkosten item means.

If you have Nebenkosten, prior to making your DAPS submission, you must have the landlord give you a breakdown of what percentage of the whole Nebenkosten amount is attributable to each section. Then only claim the percentage amount that is reimbursable.
EX:

Total monthly Nebenkosten: 250 Euro

Breakdown reveals:

25% - Water – reimbursable
5% - Cable TV – not reimbursable
20% - Insurance – not reimbursable
20% - Taxes – not reimbursable
30% - Common Electricity - reimbursable

Only 55% of the 250 Euros can be reimbursed and therefore that is the amount (time 12 for the whole year) that should be put on the worksheet. The remaining 45% will be the responsibility of the employee.

Once all the expenses are filled in, provide a copy of your lease and the Nebenkosten breakdown to your school secretary. It will then be forwarded to HQ for processing.

You can check to see the status of your request by logging back into DAPS and selecting “Check Status.” When the submission is marked as “Completed” you can go to “View SF-1190” and print out a copy for your records. If your submission stands at “Pending” for more than 10 days, please notify your servicing HR Assistant at the HD DSO Personnel Field Office to find out what is wrong.

LQA should begin approximately one COMPLETE pay period after the submission is marked “completed” provided this is after the effective date of your lease. If your LQA doesn't start, please contact your servicing HR Assistant at the HD DSO Personnel Field Office.

Tips on LQA

1. LQA is reimbursing you for expenses incurred. Therefore if you submit a start LQA on 15 August, but have an effective date of 01-Sep-2004, you will not see LQA payments until after 01-Sep because you have not incurred expenses until after 1-Sept.
2. LQA is paid over 26 pay periods, not twice a month. Example: If your rent is 1000 Euros a month (12,000 Euro a year), you will see reimbursement of 461Euro per pay period. There are two months in the course of a year where you will have three pay periods.
3. You **MUST** complete a LQA reconciliation after one year. This is mandatory in ensure that your estimated utilities amount is correct.
4. You are responsible to pay for all expenses that are not reimbursed.
5. LQA will not reimburse for purchase of kitchens or any form of deposits.

Post Allowance (PA)

Post Allowance will begin when your LQA begins. This is designed to offset the higher cost of living compared to the metropolitan Washington, DC area. Post Allowance fluctuates based on the Euro rate. The amount paid is set by the Department of State and is based on yearly income and family size. ANY change in family status (increase/decrease of dependants) must be reported immediately through DAPS. Post Allowance is only payable for family members who are living in Germany. If a family member is absent for more than 30 days (ex: child goes to college in the US), you must go into DAPS and remove them. In addition, if you have delayed travel for your family members, you can not submit a request for Post Allowance until they arrive in Germany.

Travel Vouchers

In order to be reimbursed for travel expenses, you will need to submit a DD Form 1351-2, Travel Voucher. You can obtain one from your school secretary. Please complete thoroughly. You must provide receipts for taxis (to and from airport) and any single expense over \$75. Please ensure the voucher is completed in ink and signed. A complete packet consists of:

- DD Form 1351-2, Travel Voucher
- Copies of all plane tickets
- Receipts
- Orders and amendments, if applicable
- Direct Deposit Form

Five copies of the completed packet are turned in to DFAS. The address can be found on page 2 of your orders.