

Camp Zama CPAC Overseas Benefits and Entitlements Frequently Asked Questions

Completing the SF-1190

Q1. Who signs block 25 and 26 on my SF-1190?

A1. Block 25 and 26 are typically signed by your supervisor and/or director within your command. Please speak with your supervisor or your Human Resources liaison within your command to see who will be responsible for signing your SF-1190.

Q2. My SF-1190 requires a line of accounting, who do I obtain that from?

A2. Please speak with your HR liaison within your command to find out who you may obtain a line of accounting from or to find out what the process is within your command. In many cases this number is obtained from your commands resource management office, but please follow your organization's process for obtaining this information.

Foreign Transfer Allowance

Q1. If I depart my CONUS duty station and take vacation and fly from my vacation destination to Japan, will I be authorized Foreign Transfer Allowance for myself and my family?

A1. Unfortunately DSSR 240 does not allow payment of FTA from the employee's vacation destination to your duty station in Japan. In order to claim FTA, your final departure must be from your duty station CONUS directly to your new duty station OCONUS in order to be eligible for payment.

Q2. How many days can I claim for FTA for myself and my family?

A2. You can claim up to 10 days of FTA for yourself and your family.

Q3. If I travel to my OCONUS duty station by myself and my family travels later, can I claim FTA for my family for the later travel dates?

A3. You can claim FTA for your family if they travel at a later date. You can claim up to a maximum of 10 days total. For example, if the sponsor claims 2 days of FTA on their initial travel, and their family claims 5 days of FTA at a later date, the total amount of days is 7 days, and you are eligible for FTA. Please note that your family members must have also departed from your duty station CONUS.

Q4. Is a rental car a reimbursable expense?

A4. Unless specifically listed on your PCS Orders, rental cars are not reimbursable.

Temporary Quarters Subsistence Allowance

Q1. Why am I required to submit receipts for items under \$75? The Joint Travel Regulations does not require me to submit receipts for items under \$75.

A1. For TQSA, we do not utilize the Joint Travel Regulations for payment. The regulation that governs TQSA is the Department of State Standardized Regulation. This allows for reimbursement of any actual costs incurred in your new duty station while seeking housing, not estimated costs. If there are any charges that may not seem normal or questionable, we may request receipts at any time during the process.

Q2. When will I receive payment for my TQSA?

A2. Once your TQSA claim has been processed and we receive confirmation from DFAS, your TQSA payment will be reflected in your next Leave and Earning Statement (LES). Payment is not automatically deposited the way it would be if you were processing payment for TDY.

*****Note: If you are claiming TQSA upon your final departure from Japan, your TQSA payment will be mailed to the address you list on your SF-1190.**

Q3. Is a hand written receipt acceptable for reimbursement?

A3. No you cannot hand write a receipt for payment. In addition, unless your credit card receipt is itemized, we cannot accept that receipt nor your bank statement.

Q4. Can I claim Train/Taxi ride through TQSA?

A4. No these items are not reimbursable.

Q5. Can I claim alcohol for reimbursement?

A5. No you may not claim alcohol.

Q6. I have to kennel my pet, can I claim those fees?

A6. No you cannot claim any pet fees under your TQSA claim. This is intended to reimburse you for lodging and meals for you and your family and unfortunately pet fees are not reimbursable through TQSA.

Q7. Can I claim a meal for me and my guests?

A7. No you cannot claim a meal for you and your guests. If you have 3 people authorized on your travel orders, but your meal receipt shows items purchased for 6 people, we will only pay for the three listed on your travel orders.

Q8. Can I submit a receipt from the commissary and/or supermarket?

A8. Yes these receipts are acceptable. Please make sure it is itemized in order to ensure you are claiming food/consumable items. You cannot claim items such as pet food, alcohol, deodorant, toilet paper, etc. Some of these items are provided to you through lodging and therefore is not reimbursable.

Q9. Is TQSA the same as TQSE?

A9. No they are different. They both fall under different regulations. TQSE is covered under the JTR and TQSA is covered under the DSSR.

Q10. Do I need to have a non-availability memo for off-base lodging to claim TQSA?

A10. Yes. We will require a non-availability memo from the lodging office to demonstrate they did not have rooms available to house you in until your departure.

Q11. I traveled before my EOD, can I claim TQSA?

A11. No you may not. TQSA can only be claimed from your EOD forward. Anything prior to that date cannot be paid because you are not on the rolls of the agency.

Advanced of Payment

Q1. Where do I receive a line of accounting for my advance payment request?

A1. Please refer to question 2 under “Completing the SF-1190” above

Q2. How long does it take for me to receive my advanced payment?

A2. After we receive confirmation from DFAS that your payment has been processed, please allow 5 – 7 business days before funds are deposited in to your account.

Living Quarters Allowance

Q1. I am moving into a house and I don't know what my utilities amount will be for the year. How do I estimate my utility amounts?

A1. It may be helpful to ask your landlord/realtor if they have an estimate of what utilities will be. The housing office may be helpful as well. If this is a new construction, you can take a rough guess of what your utilities may be, but around the 12-15 month mark, when your reconciliation is due, adjustments may be made to your reflect what you paid for utilities once you provide receipts to show what you have paid for the previous year.

Q2. I am departing Japan permanently, do I need to complete another recon?

A2. No, you will only have to complete a recon if you have not completed your initial annual recon. If you have completed your initial annual recon, no further recons are required.

Q3. Will I be reimbursed for any deposits I have made on my new house/apartment?

A3. Rent/Security Deposits are not reimbursable. Rent/Security Deposits are normally refunded when you have moved out of the house/apartment and there have been no damages recorded by the landlord. You may be reimbursed for any agent/landlord fees you may have paid. We will request these receipts to verify payment.

Q4. I have a pet but my landlord is charging extra, can I claim this on my LQA?

A4. Pet fees are not reimbursable.

Q5. Can I claim key fees on my LQA? My landlord charged to change the locks on my new home.

A5. Unfortunately key fees are not reimbursable.

Q6. My LQA payment is not enough to cover my rent. How is that?

A6. Your LQA is paid at a daily rate times 14 days. Please note that DFAS have their own exchange rates they use to convert your dollar amount to Yen and to pay your LQA. Please take your annual rent amount and divide it by 365 days and that will be your daily rate. Multiply your daily rate by 14 and that is the estimated amount you will receive in your paycheck from DFAS each pay period.

Q7. We have a month where we have an extra LQA payment, what do I do?

A7. That LQA payment should be applied to your next month's rent that will be due.

Q8. I just paid full rent for the month, when will I be reimbursed?

A8. Your LQA is reimbursed to you at 14 day increments throughout the following month. For example, you paid rent on the 1st of the month, you may receive partial reimbursement on the 5th and the other partial reimbursement on the 18th.

Post Allowance

Q1. Can I claim my full-time college student on my Post Allowance?

A1. You can only claim them up to the age of 21. 22 and over, your child must be removed from your Post Allowance claim.

Q2. I have a marriage and/or birth certificate but it is in a foreign language. Will you accept this?

A2. We will accept the marriage and/or birth certificate, but it must be officially translated into English before we process your claim.