

ACTUAL EXPENSE TQSE METHOD

Actual Expense (AE) TQSE is based on the standard CONUS per diem rate. The initial authorization will be for 60 days unless individual circumstances warrant a shorter period. If a househunting trip is performed, the first 30 days of TQSE will be reduced by the number of days used for the HHT. The first 30 days are paid at the maximum Standard CONUS rate and the next 30 days are paid at a reduced amount. The Actual subsistence expenses must be itemized daily and submitted with reimbursement voucher. The employee and/or dependent(s) will be reimbursed for the allowable "actual" expenses incurred 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. Beginning temporary quarters occupancy for reimbursement claim purposes must be:

- a. no later than 30 days after you report for duty at the new permanent station; or
- b. within 2 years after you report for duty at the new duty station, unless you are granted an extension of time.

Extensions of TQSE Beyond the Initial Period: The orders approving official may grant an extension of TQSE beyond the initial period. The maximum number of days of TQSE authorized is 120.

Extensions will be rare and may only be granted for extenuating situations where there is a demonstrated need for additional time due to circumstances, which have occurred during the initial period of TQSE, which are determined to be beyond the employee's control, and are acceptable to the Air Force. Circumstances that exist at the time of transfer, such as high cost of housing, high interest rates, or a poor housing market may not in themselves be sufficient to warrant extending the TQSE period.

Situations Where TQSE May Be Extended:

- The employee contracts to build a home or buy a home under construction and the contract establishes a completion date within the initial TQSE period. If the completion date slips due to weather, strikes, or other unforeseen circumstances beyond the employee's control the TQSE period may be extended. TQSE may not be extended if the delay is caused by buyer changes to the specifications.
- The employee applies for a mortgage to purchase a home and has sufficient time remaining on the initial TQSE period to allow for normal loan processing. If the mortgage company delays settlement beyond the normal processing time, the TQSE period may be extended. Normal processing time is 30 days. However, if the employee is informed by the mortgage company that an excessive processing period is required because of the special type of mortgage applied for, this is not considered to be "circumstances occurring during the initial TQSE period" and an extension shall not be granted.
- The shipment and/or delivery of household goods to the new residence are delayed due to extended transit time upon return from overseas, strikes, weather, etc. Employees are expected to make arrangements for delivery of their household goods in sufficient time to have them delivered within the initial period.
- Sudden illness, injury, or death of employee or immediate family member.
- Lack of suitable housing at the new duty station (the employee must show that quarters are not available to either purchase or rent). High cost of housing and personal preferences that are not justified, such as minimum square footage or a garage, may not be used to support an extension request.

Examples Where TQSE May Not Be Extended:

- Failure to sell home at the old duty station, regardless of the market conditions.
- The employee is having a home built with the completion date, as specified in the contract, beyond the

initial TQSE period.

- The employee elects to leave the household goods in the former residence to increase the likelihood of sale or the employee does not make arrangement for the delivery of household goods for temporary storage. This is a personal choice and is not beyond the employee's control.

- The employee elects to rent a home for a year while looking for a home to purchase. Quarters rented on a 1-year lease are considered to be permanent. Whenever an employee rents temporary quarters on other than a month-to-month basis, the employee must be prepared to demonstrate that the intent is to occupy those quarters temporarily.

- The employee purchases a house with a contractual agreement that occupancy will not occur upon settlement.

- The employee delays settlement to allow time for the occupants to vacate the property, or delays occupancy to complete repairs, paint, etc. These are done for personal reasons and are not considered to be beyond the employee's control.

- The employee does not actively seek a permanent residence during the initial TQSE period.

- The employee took a househunting trip but did not purchase or lease permanent quarters.

- Required Documentation: To clearly demonstrate the need for a TQSE extension the employee must submit the following information and documentation:

- Date the employee reported for duty at the new permanent duty station.

- Date employee began TQSE.

- Date employee's dependents began occupying temporary quarters.

- Number of days initially authorized for TQSE.

- Number of days taken for a househunting trip, if any.

- Anticipated date of occupancy of permanent quarters.

- Number of day's extension requested.

- Copy of the contract to purchase or lease permanent quarters showing closing or occupancy date.

If request is based on delay in delivery of household goods, a statement from the traffic management office showing when household goods were picked up and anticipated date of receipt. This should include a statement explaining the delay in delivering from temporary storage, if applicable.

If request is based on delay in processing mortgage application, a statement from the mortgage company showing when the employee applied for the mortgage, the normal processing time, and the reason for the delay.

Other supporting documentation as required.