

FIXED TQSE METHOD

Fixed TQSE (F) is a lump-sum payment for subsistence allowances. Fixed TQSE is based on the maximum locality per diem rate. The employee is entitled to 75% of the maximum locality per diem rate for up to 30 days. Dependents are entitled to 25% of the maximum per diem rate for up to 30 days.

If temporary quarters are occupied for more than 30 days, any additional expenses incurred will be the responsibility of the employee. Under no circumstances will extensions be granted or payments made for more than a 30-day period.

Receipts and supporting documentation are not required for the Fixed TQSE payment. Fixed TQSE reimbursement does not require review of expense amounts because receipts are not required.

When an employee takes a househunting trip the time spent on the HHT is not reduced from the 30 day (or negotiated number of days) fixed TQSE period.