

§ 302-6.1

- 302-6.11 May my immediate family and I occupy temporary quarters at different locations?
- 302-6.12 How soon may I/we begin occupying temporary quarters at Government expense?
- 302-6.13 What is the latest period for which TQSE reimbursement may begin?
- 302-6.14 When does my authorized period for TQSE reimbursement end?
- 302-6.15 May I and/or my immediate family occupy temporary quarters longer than the period for which I am authorized to claim TQSE reimbursement?
- 302-6.16 May the period for which I am authorized to claim TQSE reimbursement for myself be different from that of my immediate family?
- 302-6.17 What effect do partial days of temporary quarters occupancy have on my authorized period for claiming TQSE reimbursement?
- 302-6.18 How is my TQSE allowance affected if my temporary quarters become my permanent residence quarters?
- 302-6.19 May I receive a TQSE allowance if I am receiving another subsistence expense allowance?
- 302-6.20 May I be reimbursed for transportation expenses incurred while I am occupying temporary quarters?
- 302-6.21 May I be reimbursed for TQSE while occupying my permanent residence quarters at my old official station?
- 302-6.22 What methods may my agency use to reimburse me for TQSE?
- 302-6.23 What is the “applicable per diem rate” under the TQSE reimbursement methods?
- 302-6.24 How may my TQSE reimbursement be affected if I relocate to, or currently occupy, temporary quarters in a Presidentially-Declared Disaster area?
- 302-6.25 Must I document my TQSE to receive reimbursement?
- 302-6.26 May I receive an advance of funds for TQSE?
- 302-6.27 Must I use a Government contractor-issued travel charge card for TQSE?
- 302-6.28 Are temporary quarters lodging taxes and laundry/dry cleaning expenses included in the TQSE amount?
- 302-6.29 How long may I be authorized to claim TQSE reimbursement?
- 302-6.30 May my agency reduce my authorized number of TQSE days if I am authorized a househunting trip?
- 302-6.31 What is a “compelling reason” warranting extension of my authorized period for claiming TQSE-LP or TQSE-AE reimbursement?
- 302-6.32 May I interrupt occupancy of temporary quarters?

41 CFR Ch. 302 (7-1-24 Edition)

Subpart B—TQSE Methods of Reimbursement

- 302-6.100 What am I paid under the TQSE-LP reimbursement method?
- 302-6.101 What am I paid under the TQSE-AE reimbursement method?
- 302-6.102 What am I paid under the TQSE-LS reimbursement method?
- 302-6.103 May my agency reduce my TQSE allowance below the “maximum allowable amount”?

Subpart C—Agency Responsibilities

- 302-6.200 How should we administer the TQSE allowance?
- 302-6.201 What governing policies must we establish for the TQSE allowance?
- 302-6.202 Under what circumstances may we authorize the TQSE allowance?
- 302-6.203 What factors should we consider in determining whether the TQSE allowance is actually necessary?
- 302-6.204 What factors should we consider in determining what TQSE method(s) to offer an employee?
- 302-6.205 Must we require transferees to sign a statement that TQSE will be incurred?
- 302-6.206 When must we make the TQSE-LS payment to the transferee?
- 302-6.207 What factors should we consider in determining whether quarters are temporary?

AUTHORITY: 5 U.S.C. 5738; 20 U.S.C. 905(a); E.O. 11609, as amended, 3 CFR, 1971-1975 Comp., p. 586.

SOURCE: FTR Case 2022-02; Docket No. GSA-FTR-2022-0012, 89 FR 37978, May 7, 2024, unless otherwise noted.

Subpart A—General Rules

NOTE 1 TO SUBPART A: Use of pronouns “I”, “you”, and their variants throughout this subpart refers to the employee, unless otherwise noted.

§ 302-6.1 What are “temporary quarters subsistence expenses (TQSE)”?

Temporary quarters subsistence expenses or *TQSE* are subsistence expenses incurred by an employee and/or the employee’s immediate family while occupying temporary quarters. TQSE does not include transportation expenses incurred during occupancy of temporary quarters (see § 302-6.20).

§ 302-6.2 What is the purpose of the TQSE allowance?

The TQSE allowance is intended to reimburse an employee reasonably and

Relocation Allowances

§ 302-6.10

equitably for subsistence expenses incurred when it is necessary to occupy temporary quarters incident to an official relocation or temporary change of station.

§ 302-6.3 What are “temporary quarters”?

The term “temporary quarters” refers to lodging obtained for the purpose of temporary occupancy from a private or commercial source incident to an official relocation or temporary change of station.

§ 302-6.4 Am I eligible for a TQSE allowance?

You are eligible for a TQSE allowance if you are an employee who is authorized to transfer to a new official station, including upon assignment to a temporary official station (see FTR 302-3.413(b)) and permanent assignment to a temporary official station (see FTR 302-3.427(e)); and

(a) Your new official station is located within the United States; and

(b) Your old and new official stations are at least 50 miles apart (as measured by map distance) via a usually traveled surface route; and

(c) Your new official station meets the 50-mile distance test (see § 302-2.6(a)).

§ 302-6.5 Who is not eligible for a TQSE allowance?

(a) New appointees;

(b) Employees assigned under the Government Employees Training Act (5 U.S.C. 4109);

(c) Senior Executive Service (SES) employees making their last move home for the purpose of separation from Government service;

(d) Employees returning from an overseas assignment for the purpose of separation from Government service; and

(e) Employees who were granted a waiver to the 50-mile distance test under § 302-2.6(b).

§ 302-6.6 Am I eligible for a TQSE allowance if I transfer to or from a foreign area?

(a) You may not receive a TQSE allowance under this part when you transfer to a foreign area. However,

you may qualify for a comparable allowance under the Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas) (see § 302-3.101 of this chapter).

(b) You may receive a TQSE allowance under this part when you transfer from a foreign area and occupy temporary quarters in the United States. You may also be authorized a comparable allowance, prescribed by the Department of State, at the foreign area preceding final departure subsequent to the necessary vacating of residence quarters (see § 302-3.101 of this chapter).

§ 302-6.7 Must my agency authorize payment of a TQSE allowance?

No, TQSE is a discretionary allowance. Your agency determines whether it is in the Government’s interest to pay TQSE.

§ 302-6.8 Under what circumstances will I receive a TQSE allowance?

You will receive a TQSE allowance if:

(a) Your agency authorizes it before you occupy the temporary quarters;

(b) Your relocation authorization specifies the TQSE method and the number of days allowed for you to receive TQSE;

(c) You have signed a service agreement; and

(d) You meet any additional conditions your agency has established.

§ 302-6.9 Who may occupy temporary quarters at Government expense?

Only you and/or your immediate family, as annotated on the relocation authorization, may occupy temporary quarters at Government expense.

§ 302-6.10 Where may I/we occupy temporary quarters at Government expense?

You and/or your immediate family may occupy temporary quarters in the United States at Government expense within reasonable proximity (approximately 50 miles) of the geographical area of your old and/or new official stations. Neither you nor your immediate family may be reimbursed for occupying temporary quarters at any other