

§ 302-6.1

Subpart B—Actual TQSE Method of Reimbursement

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- 302-6.301 What governing policies must we establish for the TQSE allowance?
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- 302-6.303 What factors should we consider in determining whether the TQSE allowance is actually necessary?
- 302-6.304 What factors should we consider in determining whether to offer an em-

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ployee the fixed amount TQSE reimbursement option?

- 302-6.305 What factors should we consider in determining whether quarters are temporary?

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Subpart A—General Rules

NOTE 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”?

The term “temporary quarters” refers to lodging obtained for the purpose of temporary occupancy from a private or commercial source.

§ 302-6.2 What are “temporary quarters subsistence expenses (TQSE)”?

“Temporary quarters subsistence expenses” or “TQSE” are subsistence expenses incurred by an employee and/or his/her immediate family while occupying temporary quarters. TQSE does not include local transportation expenses incurred during occupancy of temporary quarters (see § 302-6.18 for details).

§ 302-6.3 What is the purpose of the TQSE allowance?

The TQSE allowance is intended to reimburse an employee reasonably and equitably for subsistence expenses incurred when it is necessary to occupy temporary quarters.

§ 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; and

- (a) Your new official station is located within the United States; and
- (b) Your old and new official stations are 50 miles or more apart (as measured by map distance) via a usually traveled surface route.