

Welcome to the Isles District!

Congratulations on your assignment to the Isles District. We, at the Isles Personnel Field Office, look forward to assisting you and making your transition smoother. We are including instructions explaining how to complete the following common benefits and entitlements:

Temporary Quarters Subsistence Allowance (TQSA)

Foreign Transfer Allowance (FTA)

Advanced Pay

Living Quarters Allowance (LQA)/Post Allowance (PA)

Please feel free to contact our office if you have any questions

Temporary Quarters Subsistence Allowance

TQSA is an allowance granted to an eligible employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family members for a period not to exceed 90 days after arriving at a new post in a foreign area.

TQSA should be requested in 10-14 day increments.

TQSA rates can be found at: <https://webapps.dodea.edu/lqarates/lqarates.cfm>

DoDDS Rate Reports
Department of Defense Education Activity

Rate Reports by Post
Choose Post: Ankara
View Rate Report

Currency Conversion Rates:
Currency: DINAR Year: 2006
View Currency Report

If you do not see your post within the drop-down, please review the crosswalk chart, below, for an alternate selection.

OTHER POST SELECTION LIST			
POST:	Alternate Post:	POST:	Alternate Post:
Ansbach	Other Germany	Kitzingen	Wuerzburg
Alconbury	Other U.K.	Landstuhl	Kaiserslautern
Atsugi	Tokyo-To	Mannheim	Heidelberg
Bad Nauheim	Friedberg	Neubrucke	Baumholder

How to apply for TQSA

Once you have your receipt for the first 10-14 days of TQSA:

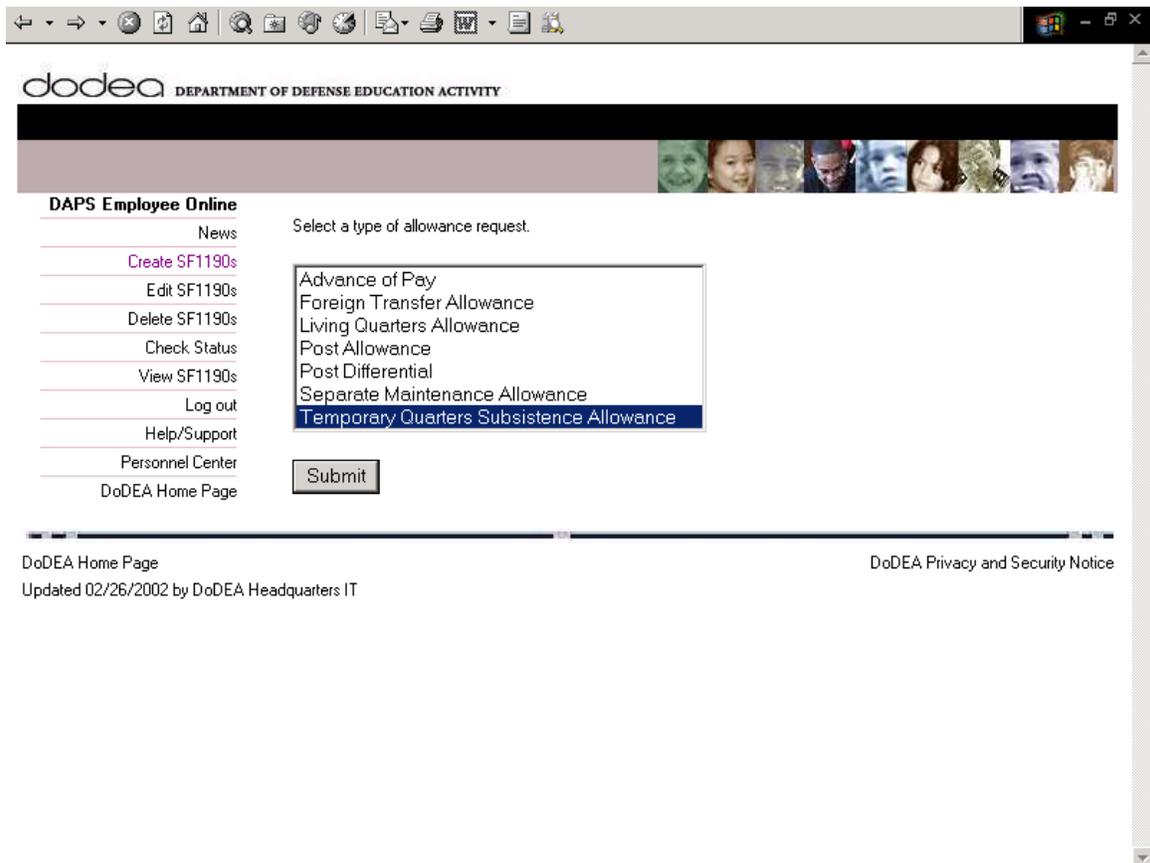
Step 1 – Go to DAPS: <https://hq-w4.dodea.edu/daps/>

Step 2 – Select **EMPLOYEE LOGIN**

Step 3 – Sign in using your SSN & Date of Birth

Step 4 – Select **CREATE SF1190s**

Step 5 – Select **TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE**



Step 6 – Complete personal data

Name	
SSN	461198204
Notification Email Address	
Agency/Organization	DoDEA
Position	
Pay Plan	
Address	
Current Post	DODDS-EUROPE, PERSONNEL DIV
Previous Post	
Date of Arrival (MM/DD/YYYY)	
TQSA Start Date (MM/DD/YYYY)	
Start Date (MM/DD/YYYY)	
End Date (MM/DD/YYYY)	
If Local Hire: Date of Arrival or presence	
Reason for submitting	

Dependent Information (Include your spouse if applicable)

Name	SSN	Relation	DOB (MM/DD/YYYY)	Arrival Date (MM/DD/YYYY)	Address	At Post?

Email address: School email address

Address: APO mailing address

Previous Post: self-explanatory

Date of Arrival: date arrived at new duty station

TQSA start date: date of first day claiming TQSA

Start date (Initial Submission): same as TQSA start date

Subsequent Submissions: date of the current submission

End date: Last day you are claiming

***Please note, Start date and End date MUST match the dates on your hotel receipts**

Reason for submitting: Initiate TQSA for the first submission

Continued TQSA for subsequent submissions

Step 6 (continued)

Complete dependent information

Start with Lodging. Select the currency that your expenses were paid in. Enter the daily amount for Lodging and hit save. This will pull the daily lodging amount into the dates that you are claiming. Please have your School Secretary forward your receipts to your Servicing Human Resources Office.

TQSA Expense Dates

TQSA Start Date	Start Date	End Date
07/05/2006	07/05/2006	07/16/2006

Fill all dates with these values.

(A) Lodging		(B) Per Day Meal/Laundry/Dry Cleaning Statement	
Currency	Amount	Currency	Amount
UNITED KINGDOM	30	UNITED STATES	

All currency displayed in U.S. Dollars.

Edit	Date	Lodging	Per Day Statement	Total	Max Family Rate	Max Allowable Rate
Edit	07/05/2006	\$56.10	\$0.00	\$56.10	\$220.50	\$56.10
Edit	07/06/2006	\$56.10	\$0.00	\$56.10	\$220.50	\$56.10
Edit	07/07/2006	\$56.10	\$0.00	\$56.10	\$220.50	\$56.10
Edit	07/08/2006	\$56.10	\$0.00	\$56.10	\$220.50	\$56.10
Edit	07/09/2006	\$57.00	\$0.00	\$57.00	\$220.50	\$57.00
Edit	07/10/2006	\$57.00	\$0.00	\$57.00	\$220.50	\$57.00
Edit	07/11/2006	\$57.00	\$0.00	\$57.00	\$220.50	\$57.00
Edit	07/12/2006	\$57.00	\$0.00	\$57.00	\$220.50	\$57.00
Edit	07/13/2006	\$57.00	\$0.00	\$57.00	\$220.50	\$57.00
Edit	07/14/2006	\$57.00	\$0.00	\$57.00	\$220.50	\$57.00
Edit	07/15/2006	\$57.00	\$0.00	\$57.00	\$220.50	\$57.00
Edit	07/16/2006	\$57.00	\$0.00	\$57.00	\$220.50	\$57.00
		\$680.40	\$0.00	\$680.40	\$2,646.00	\$680.40

Next enter the meal amount for your first day. Hit save and that amount will be pulled in for all of the dates you are claiming. You will then need to click on Edit to change the amount for each date. Once all the daily meal amounts are edited, hit save again.

DSSR 120 (TQSA Worksheet) Edit day - 07/06/2006 for Allowance Request - 461198204-200626054535

(A) Lodging		(B) Per Day Meal/Laundry/Dry Cleaning Statement	
Currency	Amount	Currency	Amount
UNITED STATES	56.10	UNITED KINGDOM	100

Save Reset

UNITED STATES
UNITED KINGDOM
UNITED STATES

Although meal receipts are not required when you submit for your TQSA, they can be requested at anytime. Hold on to all of your meal receipts, just in case you are audited.

DoDEA: DAPS Online - Microsoft Internet Explorer

Address: https://hq-w4.dodea.edu/daps/mod_worksheet.cfm?request_id=461198204-200626054535&allowance_type=TQSA

[Edit SF1190s](#)
[Delete SF1190s](#)
[Check Status](#)
[View SF1190s](#)
[Log out](#)
[Help/Support](#)
[Personnel Center](#)
[DoDEA Home Page](#)

TQSA Start Date	Start Date	End Date
	07/05/2006	07/16/2006

Fill all dates with these values.

(A) Lodging		(B) Per Day Meal/Laundry/Dry Cleaning Statement	
Currency	Amount	Currency	Amount
UNITED STATES		UNITED STATES	

All currency displayed in U.S. Dollars.

Edit	Date	Lodging	Per Day Statement	Total	Max Family Rate	Max Allowable Rate
Edit	07/05/2006	\$56.10	\$112.20	\$168.30	\$220.50	\$168.30
Edit	07/06/2006	\$56.10	\$187.00	\$243.10	\$220.50	\$220.50
Edit	07/07/2006	\$56.10	\$112.20	\$168.30	\$220.50	\$168.30
Edit	07/08/2006	\$56.10	\$112.20	\$168.30	\$220.50	\$168.30
Edit	07/09/2006	\$57.00	\$114.00	\$171.00	\$220.50	\$171.00
Edit	07/10/2006	\$57.00	\$171.00	\$228.00	\$220.50	\$220.50
Edit	07/11/2006	\$57.00	\$114.00	\$171.00	\$220.50	\$171.00
Edit	07/12/2006	\$57.00	\$114.00	\$171.00	\$220.50	\$171.00
Edit	07/13/2006	\$57.00	\$114.00	\$171.00	\$220.50	\$171.00
Edit	07/14/2006	\$57.00	\$114.00	\$171.00	\$220.50	\$171.00
Edit	07/15/2006	\$57.00	\$114.00	\$171.00	\$220.50	\$171.00
Edit	07/16/2006	\$57.00	\$114.00	\$171.00	\$220.50	\$171.00
		\$680.40	\$1,492.60	\$2,173.00	\$2,646.00	\$2,142.90

Step 9 – Once you have completed your worksheet Select “Lump Sum” or “Biweekly”

DoDEA: DAPS Online - Microsoft Internet Explorer

Address: https://hq-w4.dodea.edu/daps/mod_worksheet.cfm?request_id=461198204-200626054535&allowance_type=TQSA

Edit	07/09/2006	\$57.00	\$114.00	\$171.00	\$220.50	\$171.00
Edit	07/10/2006	\$57.00	\$171.00	\$228.00	\$220.50	\$220.50
Edit	07/11/2006	\$57.00	\$114.00	\$171.00	\$220.50	\$171.00
Edit	07/12/2006	\$57.00	\$114.00	\$171.00	\$220.50	\$171.00
Edit	07/13/2006	\$57.00	\$114.00	\$171.00	\$220.50	\$171.00
Edit	07/14/2006	\$57.00	\$114.00	\$171.00	\$220.50	\$171.00
Edit	07/15/2006	\$57.00	\$114.00	\$171.00	\$220.50	\$171.00
Edit	07/16/2006	\$57.00	\$114.00	\$171.00	\$220.50	\$171.00
		\$680.40	\$1,492.60	\$2,173.00	\$2,646.00	\$2,142.90

TQSA Information

TQSA Type	Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Amount
<input type="checkbox"/> Advance			0.00
<input type="checkbox"/> Lump Sum			0.00
<input type="checkbox"/> Biweekly			0.00

DoDEA Home Page
Updated 02/26/2002 by DoDEA Headquarters IT

DoDEA Privacy and Security Notice

Step 10 – Have your School Secretary scan and email your lodging receipts, along with the **SIGNED** Conditions of Eligibility for Temporary Quarters Subsistence Allowance (TQSA) form to your local HR office.

You can check to see the status of your request by logging back into DAPS and selecting “Check Status.” When the submission is marked as “Completed,” you can go to “View SF-1190” and print out a copy for your records. If your submission stays as “Pending” for more than 5 working days, please have your School Secretary notify your servicing HR Assistant for follow up.

TQSA payments will be received in your normal paycheck. Please have your School Secretary notify your servicing HR Assistant if you do not receive your TQSA payment within one COMPLETE pay period after the submission shows “Completed.”

You have now successfully submitted your claim for Temporary Quarters
Subsistence Allowance!



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
ISLES DISTRICT
UNIT 5185 Box 470
APO AE 09461-5470



**MEMORANDUM FOR DODEA TEMPORARY QUARTERS SUBSISTENCE
ALLOWANCE RECIPIENT**

**SUBJECT: Conditions of Eligibility for Temporary Quarters Subsistence
Allowance (TQSA)**

The authorization and payment of TQSA is governed by the provisions of Chapter 120 of the Department of State Standardized Regulations (DSSR) and DoD Manual 1400.25-M, Subchapter 1250. An employee must be eligible for living quarters allowance to be authorized TQSA.

TQSA is an allowance that is intended to assist in covering the average costs of adequate but not elaborate or unnecessarily expensive accommodations in a hotel, pension, or other transient-type quarters for you and your family members who are residing with you at your post of assignment. In addition, TQSA is intended to cover the cost of reasonable meal and laundry/dry cleaning expenses for a period not in excess of 90 days after first arrival at a new post in a foreign area or 30 days immediately preceding final departure from the post following vacating of residence quarters. TQSA is not intended to cover toiletry and sundry items, childcare products, smoking products, entertainment products, and alcoholic beverages. Therefore, the cost of these types of items may not be included on your claim for reimbursement.

The 90 and 30 day TQSA periods may be extended up to but not more than 60 days in each case if it is determined that compelling reasons beyond the control of the employee require continued occupancy of temporary quarters. Approvals of TQSA beyond the initial authorization period are extremely rare. However, if you do need to request an extension of TQSA, it may be by letter or by email. The request must include a detailed outline by date of all the efforts you have made to secure permanent housing since your arrival at your duty station. When a request is received, the Program Manager for the Customer Operations Teams (COT) servicing your area will determine if circumstances warrant an extension. The appropriate team member will fax or email a copy of the determination letter to you. If it is determined that an extension of TQSA is not warranted, you will be authorized Living Quarters Allowance (LQA) and be reimbursed for your daily lodging expenses only up to the allowable LQA maximum rate based on your family size, quarters group and post of assignment. You will no longer be reimbursed for meals and laundry or dry cleaning expenses.

When you apply for TQSA, you will need to complete an SF-1190, Foreign Allowances Application, Grant and Report, a TQSA Worksheet, and a TQSA Actual Expense Worksheet. You will be required to attach copies of receipts for the lodging expenses you claimed on the worksheet with your TQSA submission. You may provide a certified statement as to your **actual daily costs** for meals and laundry/dry cleaning expenses. You can only claim actual expenses incurred versus a "flat " or "average" daily amount. Claims that do not include the actual daily expenses for lodging and meals will not be paid. In addition, you will need to attach a signed and dated copy of this memorandum and submit it your initial TQSA submission.

TQSA Claims must be filed online through the automated DoDEA Allowance Processing System (DAPS). You can receive assistance from your school secretary or your local Human Resources Office on the use of DAPS. Although receipts for meals, laundry, and dry cleaning expenses are not required to be submitted with your application for TQSA, **you are required to retain receipts for all meal, laundry, and dry cleaning expenses.** If the amounts you have claimed appear to be extravagant, you will be required to provide receipts. If you fail to provide receipts, allowance payments for meals and laundry/dry cleaning expenses will be suspended until the supporting receipts are provided.

You are responsible for immediately reporting any changes that affect your TQSA authorization such as a change in marital or family status, change in the number of authorized dependents at the post, attainment of age 21 by a dependent child, or movement into permanent quarters. Immediate reporting of these changes will ensure you receive prompt payments, if due, or prevent you from incurring a debt. Intentional misrepresentation of the facts involving an application for TQSA may result in removal from Federal employment. If you have any questions about your TQSA, please contact your Local Human Resources Advisor or your servicing Customer Operations Team.

Please initial the bottom right hand corner of the first page and complete the section below. **Again, a signed and dated copy of this memorandum must be faxed in with your lodging receipts with your initial TQSA submission.** Please retain a copy for your records.

I certify that I have read and understand the above conditions regarding eligibility for a temporary quarters subsistence allowance.

Employee's Signature: _____

Date: _____

Employee's Name (printed): _____

Foreign Transfer Allowance (FTA)

The purpose of the FTA is to help offset an employee's extraordinary but necessary and reasonable costs when he/she transfers to a post in a foreign area. You can claim:

Flat Amount (may be granted without receipts or itemizing required): The flat amount for an employee without family is \$500 or the equivalent of one week's pay, whichever is the lesser amount. For an employee with family the flat amount is \$1000 or the equivalent of two week's pay, whichever is the lesser amount.

Or

Itemized Amount: A higher rate is available if the employee provides itemized receipts. For an employee without family - an amount based on actual allowable itemized expenditures not to exceed one week's salary for the employee, whichever is the lesser amount. For an employee with family - an amount based on actual allowable itemized expenditures not to exceed two week's salary for the employee, whichever is the lesser amount.

How to claim FTA if you are a REASSIGNING EMPLOYEE

FTA for Reassigning Employees is done through a DD Form 1351-2, Travel Voucher or Subvoucher.

Fill out the travel voucher as normal. FTA is listed under Item 18 "Reimbursable Expenses". See below for instructions:

Nature of Expense – "Miscellaneous Expense"

Amount – the amount you are claiming. If you claim any amount other than \$500 or \$1000 you are Itemizing your expenses and you MUST attach your receipts

Allowed – leave blank

Make 5 copies of the Travel Voucher, your Orders, your Direct Deposit Form, and your Receipts (if itemizing your expenses). Submit the entire packet to the local Finance Office at your new installation. (Not all Finance Offices may require 5 copies, check with yours to ensure you have the correct number of forms.)

FOR EMPLOYEES REASSIGNED TO BELGIUM (Brussels or SHAPE):

It is recommended that you claim your FTA and PCS expenses on the same Form DD 1351-2.

To submit your claim, mail your DD Form 1351-2, Orders, Direct Deposit Form, and Receipts to:

Travel Operations Columbus
Attn: DFAS-PTB/CO
P.O. Box 539015
Columbus, OH 43236-9015

How to claim FTA if you are a New CONUS Hire

As a new CONUS hire, you will submit your request online in DAPS. Go to <https://hq-w4.dodea.edu/daps/> and log in as normal (see the TQSA section for DAPS login procedures).

1. Click on “Create SF1190s” and Select “Foreign Transfer Allowance”
2. Enter your information (see the TQSA submission sections for basics)
3. When you reach the FTA portion of the form and you are claiming the Flat Amount, check “Miscellaneous Standard”. If you are Itemizing your expenses skip to Step 5.

The screenshot shows a web browser window titled "DoDEA: DAPS Online - Microsoft Internet Explorer". The address bar displays "https://hq-w4.dodea.edu/daps/mod_request.cfm?Mode=Create". The main content area is titled "Foreign Transfer Allowance Information" and contains the following fields and options:

- FTA Worksheet Remarks: A large text area for notes.
- FTA Allowance: A section with four radio button options:
 - Miscellaneous Standard
 - Miscellaneous Itemized
 - Subsistence
 - Wardrobe
 - Lease Penalty
- Next Post: A dropdown menu.
- Three Monts Rent: A text input field.
- Lease Term Penalty: A text input field.
- Payment Method Information: A section with two radio button options:
 - Electronic
 - Mail Check
- Financial Institution Name: A text input field.

The Windows taskbar at the bottom shows the Start button, several application icons (Inbox, Microsoft Office, Citrix Program, DoDEA, Document), and the system tray with the date and time (11:12 AM).

4. Then scroll down and click “Worksheet”. Note, it will show you the amount of FTA you will get. Print a copy of this page for your records and hit “Submit”.

- If you checked “Miscellaneous Itemized” your screen will look like this.

FTA Information

<input type="checkbox"/> Miscellaneous Standard	0.00
<input checked="" type="checkbox"/> Miscellaneous Itemized	0.00
<input type="checkbox"/> Wardrobe	0.00
<input type="checkbox"/> Lease Penalty	0.00
<input type="checkbox"/> Subsistence	0.00
<input type="checkbox"/> Advance	0.00

FTA Miscellaneous Itemized Information
Max Allowable (Annual Salary / 52) \$484.52

Click here to [add](#) an item.

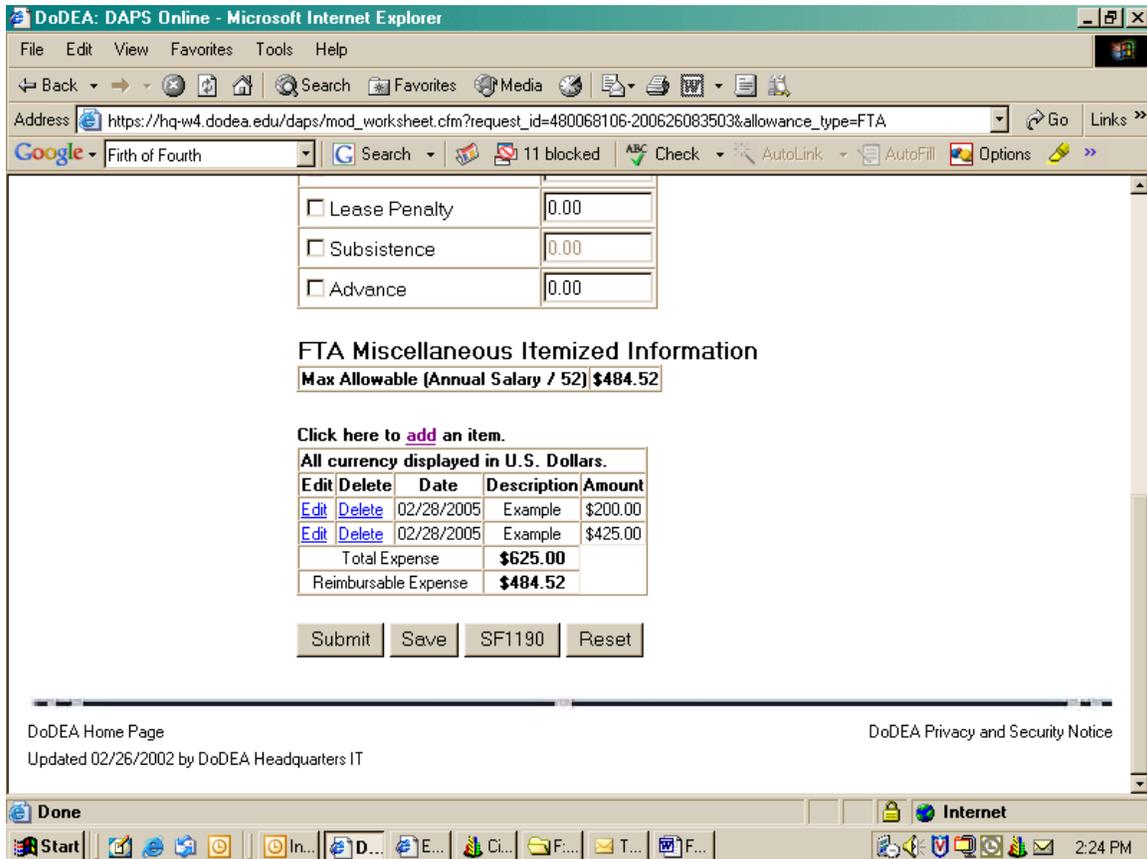
All currency displayed in U.S. Dollars.

Edit	Delete	Date	Description	Amount
		Total Expense		\$0.00
		Reimbursable Expense		\$0.00

Submit Save SF1190 Reset

- Note that it shows you the Maximum FTA you are allowed.
- To enter your expenses, click on the “add” button and enter your expenses in the Currency you paid them.

- Click “save” after each entry and it will give you the Total Expense and Reimbursable Expense.



- After you have entered all your expenses, print this page for your records and hit “Submit”.

You have now successfully submitted your claim for Foreign Transfer Allowance!

Advanced Pay

You can request an advanced pay of up to 6 pay periods upon assignment to a foreign duty station. This request can be made 3 weeks before the estimated departure date for the assignment, or up to 2 months after arrival. After the 2 months, you lose the ability to request this benefit.

To request advanced pay you will need to submit through your School Secretary to your servicing Customer Service Representative at the Isles DSO Personnel Field Office the following:

1. SF-1190 completed through DAPS
2. Travel Orders taking you to new duty station
3. Most recent LES, or if new CONUS hire, Employment letter.

Repayment of advanced pay shall be made by a payroll deduction over a maximum of 21 or 26 pay periods, depending upon your pay option.

About LQA and Post Allowance

LQA is a quarters allowance granted to an eligible employee for the annual cost of suitable, adequate, living quarters for the employee and his/her family.

LQA reimburses you for expenses incurred, therefore if you submit a start LQA on 15 August, but have an effective date of 1 September, you will not see LQA payments until after 1 September since you will not incur expenses until 1 September.

LQA is paid over 26 pay periods, not twice a month. For example, if your rent is £1000 a month (£12,000 a year), you will see reimbursement of £461 per pay period. There are two months in the course of a year where you will have three payments.

You **MUST** complete LQA Reconciliation after one year. This ensures that your estimated utilities amount is correct and is mandatory.

You are responsible to pay for all expenses that are not reimbursed.

Post Allowance (PA)

Post Allowance is designed to offset the higher cost of living in a foreign area compared to the metropolitan Washington, DC area. PA fluctuates and will begin when your LQA begins.

Post Allowance is set by the Department of State and is based on yearly income and family size. ANY change in family size (increase/decrease of dependants) must be reported immediately through DAPS.

PA is payable only for family members living with the eligible employee. If a family member is absent for more than 30 days (example, child goes to college in the states), you must go into DAPS and remove them as a dependent. In addition, if you have delayed travel for your family members, you cannot submit a request for PA until they arrive at your installation.

For more information on LQA and/or Post Allowance go to www.state.gov and do a search.

Living Quarters Allowance (LQA) & Post Allowance (PA)

LQA rates can be found at: <https://hq-w4.dodea.edu/lqarates/lqarates.cfm>

Rate Reports by Post

Choose Post:

Currency Conversion Rates:

Currency: Year:

If you do not see your post within the drop-down, please review the crosswalk chart, below, for an alternate selection.

OTHER POST SELECTION LIST			
POST:	Alternate Post:	POST:	Alternate Post:
Ansbach	Other Germany	Kitzingen	Wuerzburg
Alconbury	Other U.K.	Landstuhl	Kaiserslautern
Atsugi	Tokyo-To	Mannheim	Heidelberg
Bad Nauheim	Friedberg	Neubruecke	Baumholder

Once you have your lease, login to DAPS (see TQSA submissions for the basics of logging in to DAPS). Select “Create SF1190s” and select “Living Quarters Allowance”

Step 1 – Enter basic information

Date of Arrival: The date you arrived at post

Start Date: Start date of LQA – should coordinate with the start date on your lease **NOTE: You cannot overlap LQA and incoming TQSA**

End Date: 1 year from start date

DoDEA: DAPS Online - Microsoft Internet Explorer
Address: https://hq-w4.dodea.edu/daps/mod_request.cfm?Mode=Create

Name	
SSN	461198204
Notification Email Address	
Agency/Organization	DoDEA
Position	
Pay Plan	
Address	
Current Post	DODDS-EUROPE, PERSONNEL DIV
Previous Post	
Date of Arrival (MM/DD/YYYY)	
Start Date (MM/DD/YYYY)	
End Date (MM/DD/YYYY)	
If Local Hire: Date of Arrival at position / Reason for presence	

Reason for submitting: Select – Initiate both LQA & Post Allowance
Your dependents should auto-populate.

DoDEA: DAPS Online - Microsoft Internet Explorer
Address: https://hq-w4.dodea.edu/daps/mod_request.cfm?Mode=Create

Reason for submitting: [Dropdown menu open]

Dependent Information		
Name	Arrival Date (MM/DD/YYYY)	Address

Scroll down to the bottom and hit worksheet

Complete the below applicable information based on your lease agreement.

Living Quarters Allowance (Regular)

Date Occupied (MM/DD/YYYY)	<input type="text"/>
Type of Quarters	<input type="text"/>
Furnished Status	<input type="text"/>
Leased/Owned	<input type="text"/>
Rooms	<input type="text"/>
Size	<input type="text"/>
Percentage Shared	<input type="text"/>
If employee shares quarters, give the name of the person(s) with whom he/she is sharing with employing firm/agency.	<input type="text"/>
If employee rents quarters from another U. S. Government employee, give name of that employee and his/her agency.	<input type="text"/>
If employee lets or sublets a portion of his/her owned or leased quarters:	
Name of sublessee and employing firm/agency	<input type="text"/>

Scroll to bottom and click on “Worksheet”

Payment Method Information

Payment Method	<input checked="" type="radio"/> Electronic <input type="radio"/> Mail Check
Financial Institution Name	<input type="text"/>
Financial Institution Address	<input type="text"/>
Routing Number	<input type="text"/>
Account Type	<input type="radio"/> Savings <input checked="" type="radio"/> Checking
Account Number	<input type="text"/>
Mailing Address (if payment by check)	<input type="text"/>

Submit Save **Worksheet** Reset

Step 2 – Filling out the worksheet

Enter the figures in the currency that you pay them. Amounts must be YEARLY. Utilities will be estimated amounts. Speak to your landlord or utility companies to get estimates.

The costs of the following may not be included in “Rent”:

- Concierge or notary's fees
- Agent’s fee except under conditions stated above
- Telephone installation or maintenance
- Deterioration of property or furnishings
- Cleaning
- Storage
- Garden or lawn service
- Any other extraneous expenses not directly related to rent
- Chimney Sweeps
- Snow removal
- Insurance (dependent on duty location)
- Taxes (dependent on duty location)

The screenshot shows a web browser window titled "DoDEA: DAPS Online - Microsoft Internet Explorer". The address bar shows the URL: https://hq-w4.dodea.edu/daps/mod_worksheet.cfm?request_id=461198204-200627103713&allowance_type=LQA&mode=Cre. The page content is titled "Living Quarters Allowance Worksheet".

On the left side, there is a navigation menu under "Online" with the following links: News, Create SF1190s, Edit SF1190s, Delete SF1190s, Check Status, View SF1190s, Log out, Help/Support, Personnel Center, and DoDEA Home Page.

The main content area is a form titled "LQA Worksheet Expenditures". It contains the following fields:

Start Date	07/10/2006	
End Date	07/10/2007	
LQA Maximum	42100.00	
Currency Conversion Rate	0.7604000000	
Expenses	<input type="radio"/> Estimated <input checked="" type="radio"/> Actual	
Quarters Group	<input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4	
Description	GERMANY	U.S. Dollars
(a) Rent, if leased; or 10% of original purchase price, if owned (Claim limit: 10 years)	0.00	0.00
(b) Garage rental (not to exceed 25% of maximum LQA)	0.00	0.00
(c) Furniture rental (not to exceed 25% of maximum LQA)	0.00	0.00

It is a good idea to **File** and **Print** a copy of the worksheet for your records

Step 3 - Click on **SF1190**.

Step 4 - Go to bottom and click **Submit**.

This will submit both the SF1190 and the Worksheet.

(o) Garbage Collection	0.00	0.00
Total Expenses claimed for this period (100%):	0.00	0.00

LQA Advance Advance

Begin Date

End Date

Currency US Dollars Foreign Currency

Advance Amount

DoDEA Home Page
Updated 02/26/2002 by DoDEA Headquarters IT

DoDEA Privacy and Security Notice

You have now successfully initiated your Living Quarters Allowance/Post Allowance!

Make sure to scan rental agreement to your servicing specialist

Human Resources School Assignments 2007-2008

Jill Phone - 226-7333 or 01638-52-7333 e-mail - jill.logston@eu.dodea.edu

- **Isles District Human Resources Assistant**

- Brussels AS
- Croughton AS
- Isles DSO
- Lakenheath HS
- Menwith Hill ES/HS
- Liberty IS
- Geilenkirchen ES
- Kleine Brogel ES

Jody Phone - 226-7041 or 01638-52-7041 e-mail - jody.anderson@eu.dodea.edu

- **Isles District Human Resources Assistant**

- AF NORTH ES
- AF NORTH HS
- Alconbury ES
- Alconbury HS
- SHAPE ES
- SHAPE HS
- Lakenheath MS

Robyn Phone - 226-7042 or 01638-52-7042 e-mail - robyn.bush@eu.dodea.edu

- **Isles District Human Resources Specialist**

- Bahrain American School
- Lakenheath ES
- Feltwell ES

Kris Phone - 226-7043 or 01638-52-7043 e-mail - kristen.snow@eu.dodea.edu

- **Isles District Customer Service Representative**

Jeanne Phone - 226-7223 or 01638-52-7223 e-mail - jeanne.garrett@eu.dodea.edu

- **Isles District Lead Human Resources Specialist**