**FTA - Foreign Transfer Allowance Worksheet (DSSR 240)**

Allowable expenses under the Foreign Transfer Allowance are calculated here to process a claim on the SF-1190. This worksheet is reproducible locally. See guidelines on the reverse side of this page.

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| 1. **Employee name (Last, First, MI)** | 2. **Agency** |
| 3. **Miscellaneous expense portion**  \_\_\_\_\_\_ **Flat rate (no receipts required)** *or* \_\_\_\_\_\_ **Itemize (DSSR 241.2a, receipts required)**  \_\_\_\_\_\_Without family $750 \_\_\_\_\_\_Without family: lesser of one week’s salary or GS-13, step 10  \_\_\_\_\_\_With family $1,500 \_\_\_\_\_\_With family: lesser of two weeks’ salary or GS-13, step 10 | | |
|  | | | |
| \*4. **Wardrobe expense portion** Previous or next post & transfer zone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current post & transfer zone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee without Family \_\_\_\_\_\_\_\_ Employee with one or more family members \_\_\_\_\_\_\_\_\_ | | |

5. **Predeparture subsistence expense portion [The following table is set up to accommodate the “total actual subsistence method” (DSSR 242.3b). For “partial flat rate method” see DSSR 242.3a.] Taxes on lodging may be reimbursed in addition to maximums.**

**Per Diem rate for U.S. post of assignment used for this calculation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Occupant(s) x Percentage Allowed = Maximum allowed

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| --- | --- | --- | --- |
| Initial occupant | 1 | 100% of **Per Diem** | $ |
| Family members 12 & over |  | 75% of **Per Diem** | $ |
| Family members under 12 |  | 50% of **Per Diem** | $ |
| **Maximum daily family rate** | | | $ |

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| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | |
| Date | (A)  Lodging | (B)  Per Day Meal/Laundry/Dry Cleaning Statement | **(C)**  **Total per day**  **(A+B)** | **(D)**  **Maximum daily family rate** | **(E)**  **Maximum daily allowable**  **(lesser of C or D)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total allowable expenses claimed | | | | |  |

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| 6. **Lease penalty expense portion**  **Lesser of :** penalty per terms of lease \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***or*** three months’ rent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Authorizing official certifies the following:** (a) the employee’s transfer to a foreign post of assignment was due solely to actions by the employing agency and to unusual conditions fully beyond the control of the employee; and (b) the termination of the lease and departure of the employee did not result from any specific actions by the employee to seek a curtailment of the assignment for transfer or promotion; and (c) the employee was not negligent in promptly notifying the landlord of the intent to terminate the lease after receiving an official notice of transfer; and (d) all reasonable steps were taken by the employee to dispose of the quarters by sublease or assignment to others; and (e) both the employee and employing agency made reasonable efforts to avoid the full lease penalty by delaying the employee’s transfer to a foreign post of assignment.  Authorizing official’s signature  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date |
| \*7. **Remarks/Pet Shipment and Required Quarantine Expense Portion** |

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| 8. **Employee statement:** I certify that the amounts claimed are actual costs incurred or those for which I am eligible.  Employee’s signature Date |

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**FTA - Foreign Transfer Allowance Worksheet (DSSR 240)**

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| **\*9. Guidelines for the Foreign Transfer Allowance:**   1. See special definition for “United States” for this Chapter (DSSR 241.1c) 2. Consists of five parts: (a) Miscellaneous expense portion   (b) Wardrobe expense portion  (c) Predeparture subsistence expense portion  (d) Lease penalty expense portion  \*(e) Pet Shipment and Required Quarantine Expense Portion |

\_\_\_\_\_\_ **Miscellaneous expense portion:**

1. Two ways to claim: (1) Flat rate or (2) Itemization
2. Flat rate: No receipts required; $750 without family; $1,500 with family
3. Itemization: Receipts required; limits are based on salary (DSSR 242.1); allowable expenses listed in DSSR 241.2a
4. May be paid between U.S. and foreign location or between two foreign locations

\_\_\_\_\_\_ **Wardrobe allowance:**

1. Paid when transferring across one or two transfer zones
2. May be paid between two foreign locations or between the U.S. and foreign locations
3. Zones for foreign areas found in DSSR 920, column 4
4. Zones for non-foreign areas are in DSSR 242.2b
5. Paid as a flat rate - no receipts required
6. Amount depends on with or without family and either 1 or 2 zone transfer (see DSSR 242.2b for rates)

\_\_\_\_\_\_ **Predeparture subsistence expense portion:**

1. Paid **only** when transferring from post in United States (DSSR 241.1c) to post in foreign area
2. Based on per diem for post of assignment in U.S. regardless of where days are spent
3. Paid up to ten days before final departure to foreign post
4. Unless agency restricts to within proximity of the U.S. post of assignment, the ten days may be spent anywhere in U.S., however, final departure **must** be from U.S. post of assignment
5. Total Actual Subsistence Method: receipts required for lodging; plus certified meal/laundry/dry cleaning statement (without receipts unless required by agency)
6. Partial Flat Rate Method: receipts required for only lodging

\_\_\_\_\_\_ **Lease penalty expense portion:**

* May be paid from either a post in the U.S. to a foreign area or between posts in foreign areas
* Authorizing official must certify in writing to five statements in DSSR 242.4 (statement also on page 1 of FTA worksheet)

1. Amount allowed limited to terms of lease or three months’ rent, whichever is less

\_ \***Pet Shipment and Required Quarantine Expense Portion:**

* Allowable shipment and required quarantine expenses may be reimbursed up to a total of $4,000

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