**Instructions Guide: How to Claim Temporary Quarters Subsistence Allowance (TQSA)**

1. Required Documents to Gather
* TQSA Worksheet (Available on the Civilian Human Resources Office (CHRO) website, Labor & Employee Relations (LER) section under Standard Forms, Documents, and Worksheets)
* SF-1190 (Available on CHRO website, LER section)
* Paid Lodging Receipt
* Meals and Incidentals Receipts
1. Instructions to Follow in Filling Out Your TQSA Worksheet

**NOTE: If you paid your lodging in $, used the ‘Paid in $’ worksheet**

 **If you paid your lodging in ¥, use the ‘Paid in ¥’ worksheet**

* 1. Enter the ‘From’ and ‘To’ dates for when you used temporary lodging
	2. Enter your name
	3. Enter your organization’s name

**Authorized Daily Max Allowance $ Calculation Tool**

* 1. Enter the number of family members according to their age categories

**Claims Calculation Tool**

* 1. Enter the following:

- Date

- Lodging name

- Lodging Paid Amount

- Meals & Incidentals Paid amount

* 1. Save the worksheet in the following format: ‘TQSA Worksheet – Last Name, First Name, MI’

Example: ‘TQSA Worksheet – McFly, Marty A’

1. Instructions to Follow in Filling Out Your SF-1190

1. Enter all information required on page 1

2a. On page 2, check the ‘TQSA’ and ‘Biweekly’ boxes if you are claiming every 10 days or biweekly

 and enter the Beginning Date and Ending Date

2b. If you are claiming the entire amount after completing your temporary lodging, check the ‘TQSA’

 and ‘Lump Sum’ boxes and enter the Beginning Date and Ending Date

* 1. Sign and date in Section 24
	2. Save the completed SF-1190 in the following format: ‘SF1190 – Last Name, First Name, MI’

Example: ‘SF1190 – McFly, Marty A’

1. Required Documents to Submit for your TQSA Claim to CHRO LER
	1. Completed TQSA worksheet
	2. Completed SF-1190
	3. Lodging receipts
2. Submit Your TQSA Claim Documents to CHRO LER by email to: mcipac\_chro\_usemplrel@usmc.mil GAL name: ‘CHRO US Employee Relations’
3. For more information on TQSA, refer to the FAQs section posted on the CHRO website address:

**https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/G-1/Civilian-Human-Resources-Office/US/US-Employee-Labor-Relations-and-Benefits/**