

9. Description of Quarters Occupied by the Employee

<u>Date Quarters Occupied:</u> ___/___/___ (MM/DD/YY)	<u>Quarters Size:</u> Total rooms should include dining room, living room, kitchen, bedrooms, den, and bathrooms)
<u>Type of Quarters:</u> House Apartment	
Furnished Unfurnished	Total Rooms _____
Privately Leased	Total Useable Square Footage _____
Government Owned or Leased	or Square Meters _____
Personally Owned	

10. If employee shares quarters, give name of person(s) with whom sharing and employing firm or agency

11. If employee rents quarters from another U. S. Government employee, give name of that employee and employing agency

12. If employee lets or sublets portion of his owned or leased quarters:

(a) Name of sublessee and employing agency or firm _____

(b) Amount received from sublessee _____

(c) Has amount received from sublessee been deducted from expenses claimed under block 16?

(d) Date let or sublet _____

LQA - Living Quarters Allowance Annual/Interim Expenditures Worksheet (DSSR 130)

13. Employee Name (Last, First, Middle Initial)	14. Check One: Estimated <i>or</i> Actual LQA expenses for the period from _____ to _____
15. FOR OFFICIAL USE ONLY Foreign currency rate used to compute expenses listed under item 16: _____. For Personally Owned Quarters (POQ): date of original purchase _____; Exchange rate at time of original purchase _____; Number of years already claimed for rent portion of LQA _____.	

16. The following expenses were actually incurred or are estimated for the period claimed in block 14. Expenses should be supported by lease or rental agreement, receipts or canceled checks. If unobtainable, explain why under block 17, Remarks.	(A) Foreign Currency Expenses	(B) U.S. Dollar Expenses	(C) For Official Use Only	(D) For Official Use Only
Items (a) through (j) are rent and rent-related expenses				
(a) Rent, if leased; or 10% of original purchase price, if owned (claim limit: 10 years)				
(b) Garage rental (not to exceed 25% of maximum LQA rate)				
(c) Furniture rental (not to exceed 25% of maximum LQA rate)				
(d) Insurance on rented property and/or furnishings required by local law to be paid by lessee				
(e) Taxes levied by the local government and required by law or custom to be paid by lessee				
(f) Land rent, if required by local law or custom (applies only to POQ)				
(g) Agent's fee if mandatory by law or custom and is condition of obtaining lease.				
(h) Apartment/condominium fees (Excluding single family dwelling and POQ)				
(i) Interest on a loan from American institution to finance "key money" paid to landlord.				
(j) Appreciation fee paid directly to landlord. Must appear on lease or rental agreement.				

Items (k) through (o) are utilities and utility related expenses				
(k) Heat - gas, fuel				
(l) Electricity				
(m) Other heat, fuel (Specify)				
(n) Water				
(o) Garbage and trash disposal				
Total expenses claimed for this period:				

17. Remarks

18. For Official Use Only (DSSR 135 and 136)

Quarters Allowance Group: _____ WF (“With Family”) _____ WOF (“Without Family”)

Maximum Annual LQA Rate (DSSR 920, column 2, plus 10%, 20% or 30% for additional family members) = _____

Daily LQA rate = Annual LQA rate divided by number of days in calendar year. Biweekly rate = daily rate times 14. Any other period = daily rate times number of days claimed.

Beg. date claimed: _____ End date claimed: _____ Number of days claimed: _____

LQA this period: _____

19. Employee Statement: I certify that the amounts claimed above were incurred for the period claimed or are estimated to the best of my knowledge for future costs.

Employee Signature _____ Date _____