



FTA - FOREIGN TRANSFER ALLOWANCE (DSSR 240)

Allowable expenses under the Foreign Transfer Allowance are calculated here to process a claim on the SF-1190. See guidelines on page 2 of this form.

1. Employee Name (Last, First, MI.) _____	2. Agency Department of State
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3. Miscellaneous Expense Portion
 _____ Flat Rate (No Receipts Required) or _____ Itemize (DSSR 241.2a, Receipts Required)
 _____ Without Family \$500 _____ Without Family: Lesser of One Weeks' Salary or GS-13, Step 10
 _____ Without Family \$1,000 _____ With Family: Lesser of Two Weeks' Salary or GS-13, Step 10

4. Wardrobe Expense Portion
 Previous or Next Post and Transfer Zone _____ Current Post and Transfer Zone _____
 Employee W/O Family _____ Employee With One Eligible Family Member _____
 Employee With Two or More Eligible Family Members _____

5. Predeparture subsistence expense [The following table is set up to accommodate the "totally 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 for U.S. post of assignment used for this calculation: _____

Occupant(s) x Percentage % allowed = Maximum Allowed

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			\$

Date (mm-dd-yyyy)	(A) Lodging	(B) Per Day Meal/Laundry Cleaning Statement	(C) Total Per Day (A + B)	(D) Maximum Daily Family Rate	(E) Maximum Daily Allowance (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) both the employee and employing agency made reasonable efforts to avoid the full lease penalty by delaying; and (e) all reasonable steps were taken by the employee to dispose of the quarters by sublease or assignment to others; 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 (mm-dd-yyyy) _____

7. Remarks

8. Employee statement: I certify that the amounts claimed are actual costs incurred or those for which I am eligible.

Employee's Signature _____ Date (mm-dd-yyyy) _____

9. Guidelines For The Foreign Transfer Allowance:

- See special definition for "United States" for this Chapter (DSSR 241.1c)
- Consists of four parts:
 - (a) Miscellaneous expense portion
 - (b) Wardrobe expense portion
 - (c) Predeparture subsistence expense portion
 - (d) Lease penalty expense portion

MISCELLANEOUS EXPENSE PORTION:

- Two ways to claim: (1) Flat rate or (2) Itemization
- Flat rate: No receipts required; \$500 without family; \$1,000 with family
- Itemization: Receipts required; limits are based on salary (DSSR 242.1); allowable expenses listed in DSSR 241.2a
- May be paid between U.S. and foreign location or between two foreign locations

WARDROBE ALLOWANCE:

- Paid only when transferring across two transfer zones (1 to 3 or 3 to 1)
- May be paid between two foreign locations or between certain non-foreign areas outside conterminous U.S. and foreign locations
- Never paid from conterminous U.S. (48 contiguous states and the District of Columbia) which is zone 2
- Zones for foreign areas found in DSSR 920, column 4
- Zones for non-foreign areas found in DSSR 242.2b
- Paid as a Flat rate - no receipts required
- Amount depends on family size (see DSSR 242.2b for current rates)

PREDEPARTURE SUBSISTENCE EXPENSE PORTION:

- Paid only when transferring from post in United States (DSSR 241.1c) to post in foreign area
- Based on per diem for post of assignment in U.S. regardless of where days are spent
- Paid up to ten days before final departure to foreign post
- Ten days may be spent anywhere in U.S., however, final departure must be from U.S. post of assignment
- Totally Actual Subsistence Method: receipts required for lodging; plus certified meal/laundry/dry cleaning statement (no receipts required)
- 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)
- Amount allowed limited to terms of lease or three months' rent, whichever is less