

## STATEMENT OF UNDERSTANDING

### Temporary Quarters Subsistence Allowance (TQSA)

(EUSA REG 690-10)

This is to certify that I understand that Temporary Quarters Subsistence Allowance (TQSA) is designed to assist in covering the average cost of **adequate** but not elaborate or unnecessarily expensive accommodations plus **reasonable** meal and laundry expenses. Only **actual** subsistence expenses incurred, which are reasonable in amount and incident to the occupancy of temporary quarters, will be reimbursed.

I must submit a signed statement of actual expenditures including a certified statement indicating a per meal per day cost, and receipts or other appropriate documentation for the daily cost of temporary quarters laundry/dry cleaning and for any individual meal which exceeds \$10 for Breakfast, \$10 for Lunch and \$15 for Dinner. If I request advance TQSA I must submit an estimate of my anticipated expenses. Expenses for local transportation of any sort to include to and from eating or laundry/dry cleaning of clothes are not reimbursable under TQSA and will not be claimed.

I have been advised that it is Eighth United States Army policy that any claims submitted for reimbursement which exceed **reasonable** costs for average, **adequate** accommodations or meals are subject to investigation and, if warranted, will be turned over to the Criminal Investigation Command for investigation. If it is found that I have submitted a false or fraudulent claim, I am subject to criminal penalties (including fines and imprisonment) under 18 U.S.C. 287 and 1001 and/or civil penalties under 31 U.S.C. 3729 or administrative penalties under 31 U.S.C. 3802. Falsification of an item in my claim may result in forfeiture of the entire claim.

I certify that I have read and understand the above conditions and EUSA Reg 690-10, Temporary Quarters Subsistence Allowance policy regarding the payment and procedures of TQSA.

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EMPLOYEE SIGNATURE

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DATE