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

Allowable expenses under the Living Quarters Allowance are reported here to process a claim on the SF-1190. This worksheet is reproducible locally.

1. Employee Name (Last, First, Middle initial)	2. Agency
3. Pay plan/Series/Grade/Annual salary	4. Date of Arrival
5. Current Post/Country of Assignment/Locality Code	

#### 6. If spouse is employed by the U.S. Government:

Spouses Name	Ouarters allowance received:			

### 7. Family domiciled at post

Name of Relative	Relationship	DOB Except Spouse (MM/DD/YY)	Percentage of Support	Date of Arrival at Post	Residence Address

### 8. Family domiciled away from post

Name of Relative	Relationship	DOB Except Spouse (MM/DD/YY)	Percentage of Support	Date of Departure from Post	Relative Address

9. Description of quarters occupied by the employee:

Street address (include apartment or room number, if applicable):				
Date quarters occupied				
Type of quarters: House [ ] Apartment [ ] Furnished [ ] Unfurnished [ ]				
Quarters size:				
Total rooms (should include dining room, living room, kitchen, bedrooms, den and bathrooms)				
Privately leased [ ] Government owned or leased [ ] Personally owned [ ]				
Total usable square feet or square meters				
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 employee agency or firm				
(b) Amount received from sublessee				

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

(d) Date let or sublet

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13. Employee Name (Last, First, Middle initial)	14. Check one: [ ] Estimated or [ ] Actual					
	LQA Expenses for the period from to					
15. For Official Use Only						
Foreign currency rate used to compute expenses listed under item 16	5: For Personally Owned Quarters (POQ): date of					

original purchase Exchange rate at time of original purchase portion of LQA

and number of years already clamed for rent

16. The following expenses were actually incurred or are extimated for the period clamed 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 Official Use Official Use Official Use Only(D) For Official Use Official Use Official Use Only(D) For Official Use Only(D) For Official Use Official Use Only(D) For Official Use Only(b) Rear core lot poreprint and returned for whend (clain limit: 10 yeas)(D) Careto a loan for American institution to finance with moory' paid to bandord.(D) Careto a loan for American institution to finance "key moory' paid to bandord.(D) Careto a loan for American institution to finance "key moory' paid or banding desection for paid directly to landord.(D) Careto a loan for careto a loan for American institution to fi					
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C)C)C)C)C)(c)Furniture rental (not to exceed 25% of maximum LQA rate)C)C)C)(d)Insurance on rented property and/or furnishings required by local law to be paid by lesseeC)C)C)(e)Taxes levied by the local government and required by law or custom to be paid by lesseeC)C)C)(f)Land rent, if required by local law or custom (applies only to POQ)C)C)C)C)(g)Agent's fee if mandatory by law or custom and is condition of obtaining lease. Must be paid by lessee to landlord - not to agent.C)C)C)C)(h)Apartment/condominium fees (Excluding single family dwelling and POQ)C)C)C)C)(i)Interest on a loan from American institution to finance "key money" paid to landlord.C)C)C)C)(j)Appreciation fee paid directly to landlord. Must appear on lease or rental agreement.C)C)C)C)Items (k) through (o) are utilities & utility related (k) Heat - gas, fuelC)C)C)C)C)(i)DiffercticityC)C)C)C)C)C)(i)Water (o)C)C)C)C)C)C)(i)WaterC)C)C)C)C)C)(i)G)G)G)G)G)G)G)G)(i)Date of the paid divertify to landlord.G)G)G)G)G)(i)<	(a) Rent, if leased; or 10% of original purchase price, if owned				
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(n) WaterImage: Comparison of the second	(l) Electricity				
(o) Garbage and trash disposal	(m) Other heat, fuel (Specify)				
	(n) Water				
Total expenses clamed for this period:	(o) Garbage and trash disposal				
	Total expenses clamed 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 time 14.

Any other period = daily rate times number of days claimed.

End date claimed:

Beg. date claimed:

Number of days claimed:

Date

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