

# MSU Employees Living Overseas Considerations Checklist

This tool was created to assist departments and colleges with considerations for employees living overseas. It is not all inclusive and may not be applicable to all sponsored programs.

	<u>Applicable</u>	<u>N/A</u>
<b>1. <u>Overseas Allowances</u></b>		
<b>a. Cost of Living Allowances</b>		
➤ Post (Cost of living), "COLA"	<input type="checkbox"/>	<input type="checkbox"/>
➤ Education Allowance	<input type="checkbox"/>	<input type="checkbox"/>
<b>b. Recruitment and Retention Incentives</b>		
➤ Post Hardship Differential	<input type="checkbox"/>	<input type="checkbox"/>
➤ Danger Pay Allowance (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<b>c. Leave Benefits</b>		
➤ Home Leave	<input type="checkbox"/>	<input type="checkbox"/>
➤ Rest and Recuperation	<input type="checkbox"/>	<input type="checkbox"/>
<b>d. Quarters Allowances</b>		
➤ Living Quarters Allowance	<input type="checkbox"/>	<input type="checkbox"/>
➤ Temporary Quarters Subsistence Allowance	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. <u>Insurance</u></b>		
<b>a. Health Insurance</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>b. Personal Effects</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>c. Life Insurance</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>d. Defense Base Act (DBA)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>e. Emergency Evacuation</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. <u>Travel Expenses</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>a. Vaccines/Immunizations</b>		
<b>b. Visa Costs</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>c. Moving Expenses</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>d. Dependent Travel</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>e. Transportation</b>		
➤ Airfare	<input type="checkbox"/>	<input type="checkbox"/>
➤ Ground transportation/parking	<input type="checkbox"/>	<input type="checkbox"/>
➤ Baggage	<input type="checkbox"/>	<input type="checkbox"/>
➤ Meals and Incidentals (M&IE)	<input type="checkbox"/>	<input type="checkbox"/>