§ 302–5.15

carrier may be authorized for trips
with a distance of 250 miles or more.

[FTR Amdt. 2011–01, 76 FR 18337, Apr. 1, 2011]

§ 302–5.15 Must I document my
househunting trip expenses to re-
ceive reimbursement?

To receive reimbursement for
househunting trip transportation ex-
penses you must itemize your transpor-
tation expenses and provide receipts as
required by §§301–11.25, 301–11.306 and
301–52.4(b) of chapter 301. For lump sum
househunting trip subsistence reim-
bursement, you do not need to docu-
ment your subsistence expenses. For
per diem househunting trip subsistence
expense reimbursement, you must
itemize your lodging expenses and you
must provide receipts as required by
§§301–7.9(b), 301–11.25, 301–11.306 and 301–
52.4(b) of chapter 301.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as
amended by FTR Amdt. 108, 67 FR 57969,
Sept. 13, 2002; FTR Amdt. 2011–01, 76 FR 18337,
Apr. 1, 2011]

§ 302–5.16 May I receive an advance of
funds for househunting trip ex-
penses?

Your agency may authorize an ad-
vance of funds, in accordance with
§§302–2.22, 302–2.23, and 302–2.24 of this
chapter, for your househunting trip ex-
penses. Your agency may not advance
you funds in excess of the sum of your
anticipated transportation costs and
either the maximum per diem allow-
able under part 302–4 of this chapter for
the location and duration of your
househunting trip or your lump sum
househunting trip subsistence expenses
payment, whichever applies.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as
amended by FTR Amdt. 2011–01, 76 FR 18337,
Apr. 1, 2011]

§ 302–5.17 Am I in a duty status when I
perform a househunting trip?

Yes, you are in a duty status when
you perform a househunting trip.

§ 302–5.18 May I retain any balance
left over from my househunting re-
imbursement if my lump sum is
more than adequate to cover my
househunting trip?

Yes, if your lump sum househunting
amount is more than adequate to cover
your househunting expenses any bal-
ance belongs to you.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as
amended by FTR Amdt. 2011–01, 76 FR 18337,
Apr. 1, 2011]

Subpart B—Agency
Responsibilities

NOTE TO SUBPART B: Use of pronouns “we”,
“you”, and their variants throughout this
subpart refers to the agency.

§ 302–5.100 How should we administer
the househunting trip expenses al-
lowance?

You should administer the
househunting trip expenses allowance
on an individual-case basis when
the employee has accepted the transfer
and his/her circumstances indicate that
a househunting trip actually is needed.
You may not authorize a househunting
trip when the purpose of the trip is to

§ 302–5.101 What governing policies
must we establish for the
househunting trip expenses allow-
ance?

You must establish policies and pro-
cedures governing:
(a) When you will authorize a
househunting trip for an employee;
(b) Who will determine if a
househunting trip is appropriate in
each situation;
(c) If and when you will authorize the
lump sum option for househunting trip
subsistence expenses reimbursement;
(d) Who will determine the appro-
priate duration of a househunting trip
for an employee who selects a per diem
allowance under part 302–4 of this chap-
ter to reimburse househunting trip
subsistence expenses; and
(e) Who will determine the mode(s) of
transportation to be used.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as
amended by FTR Amdt. 2011–01, 76 FR 18336,
Apr. 1, 2011]