

Relocation Allowances

Pt. 302-5

§ 302-4.701 What PCS travel expenses must we pay?

Except as specifically provided in this chapter, PCS travel expenses you must pay are:

- (a) Per diem;
- (b) Transportation costs; and
- (c) Other travel expenses in accordance with 5 U.S.C. 5701-5709 and chapter 301 of this title.

§ 302-4.702 What PCS travel expenses must we pay for the employee's immediate family members?

Except as specifically provided in this chapter, the reimbursement limits in chapter 301 of this title govern payment of travel expenses you must pay for the employee's immediate family members.

§ 302-4.703 How do we compute the per diem for an established minimum driving distance per day?

Per diem for an established minimum driving distance per day is computed based on the lodgings-plus per diem system as described in §§301-11.100 through 301-11.103 of this title.

§ 302-4.704 Must we require a minimum driving distance per day?

Yes, you must establish a minimum driving distance not less than an average of 300 miles per day. However, an exception to the daily minimum driving distance may be made when the delay is:

- (a) Beyond control of the employee, e.g., results from acts of God or restrictions by Government officials;
- (b) Due to a physical handicap; or
- (c) For other reasons acceptable to you.

§ 302-4.705 What are the allowances if the employee uses more POVs than authorized?

If the employee uses more POVs than authorized, reimbursement will be made as if all persons traveled in the number of POVs that you authorized.

PART 302-5—ALLOWANCE FOR HOUSEHUNTING TRIP EXPENSES

Subpart A—Employee's Allowance for Househunting Trip Expenses

Sec.

- 302-5.1 What is a "househunting trip"?
- 302-5.2 What is the purpose of the househunting trip expenses allowance?
- 302-5.3 Am I eligible for a househunting trip expenses allowance?
- 302-5.4 Who is not eligible for a househunting trip expenses allowance?
- 302-5.5 Must my agency authorize payment of a househunting trip expenses allowance?
- 302-5.6 Under what circumstances will I receive a househunting trip expenses allowance?
- 302-5.7 Who may travel on a househunting trip at Government expense?
- 302-5.8 How many househunting trips may my agency authorize in connection with a particular transfer?
- 302-5.9 May my spouse and I perform separate househunting trips at Government expense?
- 302-5.10 How soon may I and/or my spouse begin a househunting trip?
- 302-5.11 Is there a time limit on the duration of a househunting trip?
- 302-5.12 When must my househunting trip be completed?
- 302-5.13 What methods may my agency use to reimburse me for househunting trip expenses?
- 302-5.14 What transportation expenses will my agency pay?
- 302-5.15 Must I document my househunting trip expenses to receive reimbursement?
- 302-5.16 May I receive an advance of funds for househunting trip expenses?
- 302-5.17 Am I in a duty status when I perform a househunting trip?
- 302-5.18 May I retain any balance left over from my househunting reimbursement if my lump sum is more than adequate to cover my househunting trip?

Subpart B—Agency Responsibilities

- 302-5.100 How should we administer the househunting trip expenses allowance?
- 302-5.101 What governing policies must we establish for the househunting trip expenses allowance?
- 302-5.102 Under what circumstances may we authorize a househunting trip?
- 302-5.103 What modes of transportation may we authorize for a househunting trip?
- 302-5.104 What factors must we consider in determining whether to offer an employee the fixed amount househunting trip subsistence expense reimbursement option?

§ 302-5.1

AUTHORITY: 5 U.S.C. 5738; 20 U.S.C. 905(a); E.O. 11609, as amended, 3 CFR, 1971-1975 Comp., p. 586.

SOURCE: FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, unless otherwise noted.

Subpart A—Employee's Allowance For Househunting Trip Expenses

NOTE TO SUBPART A: Use of the pronouns “I” and “you” throughout this subpart refers to the employee.

§ 302-5.1 What is a “househunting trip”?

The term “househunting trip” refers to a trip made by the employee and/or spouse to your new official station locality to find permanent living quarters to rent or purchase. The term “living quarters” in this part includes apartments, condominiums, and co-operatives in addition to townhouses and single family homes.

§ 302-5.2 What is the purpose of the househunting trip expenses allowance?

The allowance for househunting trip expenses is intended to facilitate and expedite the employee's move from your old official station to your new official station and to lower the Government's overall cost for the employee's relocation by reducing the amount of time an employee must occupy temporary quarters. The allowance for househunting trip expenses provides the employee and/or spouse a period of time to concentrate on finding a suitable permanent residence at the new official station and thereby expedites the employee's relocation.

§ 302-5.3 Am I eligible for a househunting trip expenses allowance?

You are eligible for a househunting trip expenses allowance if you are an employee who is authorized to transfer, and in addition:

- (a) Both your old and new official stations are located within the United States;
- (b) You are not assigned to Government or other prearranged housing at your new official station; and
- (c) Your old and new official stations are 75 or more miles apart (as meas-

41 CFR Ch. 302 (7-1-23 Edition)

ured by map distance) via a usually traveled surface route.

§ 302-5.4 Who is not eligible for a househunting trip expenses allowance?

New appointees and employees assigned under the Government Employees Training Act (5 U.S.C. 4109) are not eligible for a househunting trip expenses allowance.

§ 302-5.5 Must my agency authorize payment of a househunting trip expenses allowance?

No, your agency determines when it is in the Government's interest to authorize you a househunting trip and the procedures you must follow if it is authorized.

§ 302-5.6 Under what circumstances will I receive a househunting trip expenses allowance?

You will receive a househunting trip expenses allowance if:

- (a) Your agency authorized you to perform a househunting trip in advance of the travel (the agency authorization must specify the mode of transportation and the period of time allowed for the trip);
- (b) You have signed a service agreement;
- (c) Your agency has established, and informed you of, the date you are to report to your new official station; and
- (d) You meet any additional conditions your agency has established.

§ 302-5.7 Who may travel on a househunting trip at Government expense?

Only you and/or your spouse may travel on a househunting trip at Government expense.

§ 302-5.8 How many househunting trips may my agency authorize in connection with a particular transfer?

Your agency may authorize only one round trip for you and/or your spouse in connection with a particular transfer.