

## Relocation Allowances

## Pt. 302-6

### **§ 302-5.102 Under what circumstances may we authorize a househunting trip?**

You may authorize a househunting trip 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 assist the employee in deciding whether he or she will accept the transfer.

### **§ 302-5.103 What modes of transportation may we authorize for a househunting trip?**

(a) When the new official station is less than 250 miles from the old official station, the required mode of transportation is POV, unless there are reasons for not using a POV that are acceptable to the you (e.g., traveler is physically impaired, does not own or lease a POV, has only one POV which is used for family transportation, or the POV is not roadworthy for such a trip). Reimbursement for POV mileage is at the rate prescribed in § 302-4.300 of this subchapter.

(b) When the new official station is 250 miles or more from the old official station, the preferred mode of transportation is common carrier. However, you may authorize the use of POV for a househunting trip longer than 250 miles, provided you complete a written cost comparison in accordance with § 302-5.14(b).

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

### **§ 302-5.104 What factors must we consider in determining whether to offer an employee the fixed amount househunting trip subsistence expense reimbursement option?**

You must consider the following factors:

(a) *Ease of administration.* Payment of a per diem allowance under part 302-4 of this chapter requires you to review claims for the validity, accuracy, and reasonableness of each expense amount, except for meals and incidental expenses. Lump sum househunting trip subsistence expenses reimbursement is easier to administer because you do not have to review expense amounts.

(b) *Cost considerations.* You must weigh the cost of each reimbursement option on a case-by-case basis.

(c) *Treatment of employees.* The employee is allowed to choose between a per diem allowance under part 302-4 of this chapter and lump sum househunting trip subsistence expenses reimbursement when you offer the lump sum reimbursement method. You therefore should weigh employee morale and productivity considerations against actual cost considerations in determining which method to offer.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001. Redesignated and amended by FTR Amdt. 2011-01, 76 FR 18337, 18338, Apr. 1, 2011]

## **PART 302-6—ALLOWANCE FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSES**

### **Subpart A—General Rules**

Sec.

302-6.1 What are “temporary quarters?”

302-6.2 What are “temporary quarters subsistence expenses (TQSE)”?

302-6.3 What is the purpose of the TQSE allowance?

302-6.4 Am I eligible for a TQSE allowance?

302-6.5 Who is not eligible for a TQSE allowance?

302-6.6 Must my agency authorize payment of a TQSE allowance?

302-6.7 Under what circumstances will I receive a TQSE allowance?

302-6.8 Who may occupy temporary quarters at Government expense?

302-6.9 Where may I/we occupy temporary quarters at Government expense?

302-6.10 May my immediate family and I occupy temporary quarters at different locations?

302-6.11 What methods may my agency use to reimburse me for TQSE?

302-6.12 Must I document my TQSE to receive reimbursement?

302-6.13 How soon may I/we begin occupying temporary quarters at Government expense?

302-6.14 How is my TQSE allowance affected if my temporary quarters become my permanent residence quarters?

302-6.15 May I receive an advance of funds for TQSE?

302-6.16 May I receive a TQSE allowance if I am receiving another subsistence expenses allowance?

302-6.17 Am I eligible for a TQSE allowance if I transfer to a foreign area?

302-6.18 May I be reimbursed for transportation expenses incurred while I am occupying temporary quarters?

**Subpart B—Actual TQSE Method of Reimbursement**

- 302-6.100 What am I paid under the actual TQSE reimbursement method?
- 302-6.101 May my agency reduce my TQSE allowance below the “maximum allowable amount”?
- 302-6.102 What is the “applicable per diem rate” under the actual TQSE reimbursement method?
- 302-6.103 What is the latest period for which actual TQSE reimbursement may begin?
- 302-6.104 How long may I be authorized to claim actual TQSE reimbursement?
- 302-6.105 What is a “compelling reason” warranting extension of my authorized period for claiming an actual TQSE reimbursement?
- 302-6.106 May I interrupt occupancy of temporary quarters?
- 302-6.107 What effect do partial days of temporary quarters occupancy have on my authorized period for claiming actual TQSE reimbursement?
- 302-6.108 When does my authorized period for claiming actual TQSE reimbursement end?
- 302-6.109 May the period for which I am authorized to claim actual TQSE reimbursement for myself be different from that of my immediate family?
- 302-6.110 What effect do partial days have on my actual TQSE reimbursement?
- 302-6.111 May I and/or my immediate family occupy temporary quarters longer than the period for which I am authorized to claim actual TQSE reimbursement?

**Subpart C—Lump Sum Payment**

- 302-6.200 What am I paid under the TQSE lump sum payment method?
- 302-6.201 How do I determine the amount of my TQSE lump sum payment?
- 302-6.202 Will I receive additional TQSE reimbursement if my TQSE lump sum payment is not adequate to cover my actual TQSE?
- 302-6.203 May I retain any balance left over from my TQSE lump sum payment if such payment is more than adequate?
- 302-6.204 Am I required to file a voucher after occupying temporary quarters if I selected the TQSE lump sum payment?

**Subpart D—Agency Responsibilities**

- 302-6.300 How should we administer the TQSE allowance?
- 302-6.301 What governing policies must we establish for the TQSE allowance?
- 302-6.302 Under what circumstances may we authorize the TQSE allowance?
- 302-6.303 What factors should we consider in determining whether the TQSE allowance is actually necessary?

302-6.304 What factors should we consider in determining whether to offer an employee a lump sum payment option for TQSE?

302-6.305 Must we require transferees to sign a statement that TQSE will be incurred?

302-6.306 When must we make the lump sum TQSE payment to the transferee?

302-6.307 What factors should we consider in determining whether quarters are temporary?

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—General Rules**

NOTE TO SUBPART A: Use of pronouns “I”, “you”, and their variants throughout this subpart refers to the employee, unless otherwise noted.

**§ 302-6.1 What are “temporary quarters”?**

The term “temporary quarters” refers to lodging obtained for the purpose of temporary occupancy from a private or commercial source.

**§ 302-6.2 What are “temporary quarters subsistence expenses (TQSE)”?**

“Temporary quarters subsistence expenses” or “TQSE” are subsistence expenses incurred by an employee and/or his/her immediate family while occupying temporary quarters. TQSE does not include transportation expenses incurred during occupancy of temporary quarters (see § 302-6.18 for details).

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 2010-02, 75 FR 24437, May 5, 2010]

**§ 302-6.3 What is the purpose of the TQSE allowance?**

The TQSE allowance is intended to reimburse an employee reasonably and equitably for subsistence expenses incurred when it is necessary to occupy temporary quarters.

**§ 302-6.4 Am I eligible for a TQSE allowance?**

You are eligible for a TQSE allowance if you are an employee who is authorized to transfer; and

- (a) Your new official station is located within the United States; and