

## § 302-2.19

### **§ 302-2.19 Can my service agreement be voided by a subsequent service agreement?**

No, service agreements which are already in effect cannot be voided by subsequent service agreements.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001. Redesignated by FTR Amdt. 2014-01, 79 FR 49644, Aug. 21, 2014]

### **§ 302-2.20 If I have more than one service agreement, must I adhere to each agreement separately?**

Yes, service agreements can not be grouped together and must be adhered to separately. Each agreement is in effect for the period specified in the agreement.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001. Redesignated by FTR Amdt. 2014-01, 79 FR 49644, Aug. 21, 2014]

### **§ 302-2.21 What is a duplicate reimbursement disclosure statement?**

A duplicate reimbursement disclosure statement is a written statement signed by you and submitted to your agency. It states that you and/or your immediate family have not accepted, and will not accept, duplicate reimbursement for relocation expenses. Furthermore, it states that, to the best of your knowledge, no third party has accepted duplicate reimbursement for your relocation expenses. The duplicate reimbursement disclosure statement must be incorporated into your service agreement.

[FTR Amdt. 2011-01, 76 FR 18336, Apr. 1, 2011. Redesignated by FTR Amdt. 2014-01, 79 FR 49644, Aug. 21, 2014]

### **§ 302-2.22 Must I sign a duplicate reimbursement disclosure statement?**

Yes, you must sign a duplicate reimbursement disclosure statement to receive any relocation benefits.

[FTR Amdt. 2011-01, 76 FR 18336, Apr. 1, 2011. Redesignated by FTR Amdt. 2014-01, 79 FR 49644, Aug. 21, 2014]

## ADVANCEMENT OF FUNDS

### **§ 302-2.23 May I receive an advance of funds for my travel and transportation expenses?**

Yes, you may receive an advance of funds for your travel and transportation expenses, as prescribed by your

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agency, except for overseas tour renewal agreement travel.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001. Redesignated by FTR Amdt. 2011-01, 76 FR 18336, Apr. 1, 2011, and further redesignated by FTR Amdt. 2014-01, 79 FR 49644, Aug. 21, 2014]

### **§ 302-2.24 What requirements must I meet to receive a travel advance?**

Your relocation travel authorization must authorize you to receive a travel advance.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001. Redesignated by FTR Amdt. 2011-01, 76 FR 18336, Apr. 1, 2011, and further redesignated by FTR Amdt. 2014-01, 79 FR 49644, Aug. 21, 2014]

### **§ 302-2.25 May I receive a travel advance for separation relocation?**

Yes, you may receive a travel advance if approved by your agency.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001. Redesignated by FTR Amdt. 2011-01, 76 FR 18336, Apr. 1, 2011, and further redesignated by FTR Amdt. 2014-01, 79 FR 49644, Aug. 21, 2014]

## Subpart B—Agency Responsibilities

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

### **§ 302-2.100 What internal policies must we establish before authorizing a relocation allowance?**

Before authorizing a relocation allowance, you must set internal policies that determine:

- (a) How you will implement the governing policies throughout this part;
- (b) How you will determine when a relocation is in the best interest of the Government;
- (c) When you will allow a travel advance for relocation expenses;
- (d) Who will authorize and approve relocation travel;
- (e) Under what additional circumstances will you require an employee to sign a service agreement;
- (f) Who is required to sign a service agreement; and
- (g) How you will ensure that all relocating employees sign a duplicate reimbursement disclosure statement, which is to be incorporated into their