

## § 302-4.1

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

### Subpart A—Eligibility

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

#### § 302-4.1 What is a permanent change of station (PCS)?

A permanent change of station (PCS) is an assignment of a new appointee to an official station or the transfer of an employee from one official station to another on a permanent basis.

#### § 302-4.2 Am I eligible for subsistence and transportation allowances for PCS travel under this part?

Yes, you are eligible for subsistence and transportation allowances for PCS travel if your agency specifically authorizes relocation expenses under this part and are:

- (a) Transferred employees (within or outside CONUS);
- (b) New appointees (within or outside CONUS); and
- (c) An employee(s) assigned to posts of duty outside CONUS in connection with either overseas tour renewal agreement travel or return travel to places of residence for separation.

NOTE TO § 302-4.2: Also see tables at §§ 302-3.2 and 302-3.101.

### Subpart B—Travel Expenses

#### § 302-4.100 What PCS travel expenses will my immediate family members receive?

Except as specifically provided in §§ 302-4.202 and 302-5.13, the rules (for TDY travel) in chapter 301 of this title will be used for payment of the travel expenses of your immediate family members.

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

#### § 302-4.101 Must my immediate family member(s) and I begin PCS travel at the old official station and end at the new official station?

No, if an alternate location is used, reimbursement is limited to the allow-

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able cost by the usually traveled route between your old and new official stations.

### Subpart C—Per Diem

#### § 302-4.200 What per diem rate will I receive for en route relocation travel within CONUS?

Your *per diem* for en route relocation travel between your old and new official stations will be at the standard CONUS rate (see applicable FTR Per Diem Bulletins available on the Internet at <https://www.gsa.gov/perdiem>). You will be reimbursed in accordance with §§ 301-11.100 through 301-11.102 of this title.

[FTR Amdt. 2003-03, 68 FR 22314, Apr. 28, 2003, as amended at 85 FR 39850, July 2, 2020]

#### § 302-4.201 How are my authorized en route travel days and per diem determined for relocation travel?

Your authorized en route travel days and per diem are determined as follows: The number of authorized travel days is the actual number of days used to complete the trip, but not to exceed an amount based on a minimum driving distance per day determined to be reasonable by your agency. The minimum driving distance shall be not less than an average of 300 miles per calendar day. An exception to the daily minimum driving distance may be made when delay is beyond control of the employee, such as when it results from acts of God or restrictions by Government officials; when the employee is physically handicapped; or for other reasons acceptable to the agency.

#### § 302-4.202 Are there any circumstances in which a per diem allowance for my immediate family members is not allowed?

Yes, per diem for your immediate family members cannot be authorized if you are:

- (a) A new appointee;
- (b) Assigned to posts of duty outside CONUS returning to place of actual residence for separation; or
- (c) Being relocated under the Government Employees Training Act (5 U.S.C. 4109).

## Relocation Allowances

## § 302-4.303

### TRANSFERRED EMPLOYEES ONLY

#### **§ 302-4.203 How much per diem will my spouse or domestic partner receive if he/she accompanies me while I am performing PCS travel?**

The maximum amount your spouse or domestic partner may receive if he/she accompanies you while you are performing PCS travel is three-fourths of your daily per diem rate.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 2010-06, 75 FR 67631, Nov. 3, 2010]

#### **§ 302-4.204 If my spouse or domestic partner does not accompany me but travels unaccompanied at a different time, what per diem rate will he/she receive?**

If your spouse or domestic partner does not accompany you but travels unaccompanied at a different time, he/she will receive the same per diem rate to which you are entitled.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 2010-06, 75 FR 67631, Nov. 3, 2010]

#### **§ 302-4.205 If my spouse or domestic partner and I travel on the same days along the same general route by using more than one POV, is my spouse or domestic partner considered unaccompanied?**

No; for per diem purposes, you and your spouse or domestic partner are considered to be traveling together if you travel on the same days along the same general route by using more than one POV.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 2010-06, 75 FR 67631, Nov. 3, 2010]

#### **§ 302-4.206 How much per diem will my immediate family receive?**

Immediate family members age 12 or older receive three-fourths of your per diem rate, and children under 12 receive one-half of your per diem rate.

## **Subpart D—Mileage Rates for Use of POV**

#### **§ 302-4.300 What is the POV mileage rate for PCS travel?**

For approved/authorized PCS travel by POV, the mileage reimbursement

rate is the same as the moving expense mileage rate established by the Internal Revenue Service (IRS) for moving expense deductions. See IRS guidance available on the Internet at <https://www.irs.gov>. GSA publishes the rate for mileage reimbursement in an FTR Bulletin on an intermittent basis. You may find the FTR Bulletins at <https://gsa.gov/ftrbulletins>.

[FTR Amdt. 2007-06, 72 FR 70235, Dec. 11, 2007, as amended by FTR Amdt. 2020-02, 84 FR 64781, Nov. 25, 2019; 85 FR 39850, July 2, 2020]

#### **§ 302-4.301 Do the rates in § 302-4.300 apply if I am performing overseas tour renewal agreement travel?**

No, POV mileage must not be authorized for overseas tour renewal agreement travel.

#### **§ 302-4.302 Are there circumstances that would allow me to receive a higher mileage rate OCONUS?**

Yes, your agency may authorize a higher mileage rate at a rate not to exceed the maximum rate prescribed in § 301-10.303 of this title when:

(a) You are expected to use the POV on official business at the new official station;

(b) The common carrier rates for the facilities provided between the old and new official stations, the related constructive taxi or TNC fares, or the cost of utilizing an innovative mobility technology company to and from terminals, and the per diem allowances prescribed under this part justify a higher mileage rate as advantageous to the Government as determined by your agency; or

(c) The costs of driving the POV to, from, or between official stations located outside CONUS justify a higher mileage rate as advantageous to the Government.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 2017-01, 83 FR 605, Jan. 5, 2018]

#### **§ 302-4.303 For relocation within the continental United States (CONUS), may I use the actual expense method of reimbursement instead of the POV mileage rate specified in § 302-4.300?**

No, for a PCS relocation within CONUS involving POV usage, your