

## 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?