

§ 302–4.303

§ 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 agency will reimburse you at the standard mileage rate specified in § 302–4.300.

[72 FR 35188, June 27, 2007]

§ 302–4.304 For relocation outside the continental United States (OCONUS), may my agency allow actual expense reimbursement instead of the POV mileage rate for PCS travel?

Yes, for an OCONUS relocation involving POV usage, your agency may allow reimbursement of certain actual expenses of using the POV (*i.e.*, fuel plus the additional expenses listed in § 301–10.304).

[FTR Amdt. 2007–06, 72 FR 70235, Dec. 11, 2007]

Subpart E—Daily Driving Distance Requirements

§ 302–4.400 Will I be required to drive a minimum distance per day?

Yes, your agency may establish a reasonable minimum driving distance that may be more than, but not less than an average of 300 miles per calendar day.

§ 302–4.401 Are there exceptions to this daily minimum?

Yes, your agency may authorize exceptions to the daily minimum driving distance when there is a delay beyond your control such as acts of God, restrictions by Governmental authorities, or other acceptable reasons (*e.g.*, the employee is an individual with a disability or has special needs; alternative fuel vehicle range capability and fueling availability limitations). Your agency must have a designated approving official to authorize the pre authorized exceptions.

[FTR Case 2022–03, 89 FR 20859, Mar. 26, 2024]

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§ 302–4.402 Will I be required to document the circumstances causing the delay?

Yes, you must provide a statement on your travel claim explaining the circumstances that caused the delay.

§ 302–4.403 Does this exception require authorization by my approving official?

Yes, authorization by your approving official is required for any exception to the daily minimum driving distance.

Subpart F—Use of More Than One POV

§ 302–4.500 If I am authorized to use more than one POV, what are the allowances?

When you are authorized to use more than one POV, the allowances under §§ 302–4.300 and 302–4.302 apply for each POV.

§ 302–4.501 If I use an additional POV that was not authorized for PCS travel, will I be reimbursed for the additional POV?

No, your agency must authorize you reimbursement of the use of more than one POV before you are entitled to reimbursement.

Subpart G—Advance of Funds

§ 302–4.600 May I request an advance of funds for per diem and mileage allowances for PCS travel?

You may request advance of funds for per diem and mileage allowances for PCS travel, except for overseas tour renewal agreement travel.

Subpart H—Agency Responsibilities

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

§ 302–4.700 What governing policies must we establish for payment of allowances for subsistence and transportation expenses?

For payment of allowances for subsistence and transportation expenses,

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you must establish policy and procedures governing:

(a) How you will implement the regulations throughout this part;

(b) A reasonable minimum driving distance per day that may be more than, but not less than an average of 300 miles per calendar day when use of a POV is used for PCS travel and when you will authorize an exception;

(c) Designation of an agency approving official who will authorize an exception to the daily minimum driving distance; and

(d) When you will authorize the use of more than one POV for PCS travel.

§ 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 authorities;

(b) Due to a disability or special need; or

(c) Due to vehicle range capability and fueling availability limitations of the employee's alternative fuel POV; or

(d) For other pre authorized exceptions.

[FTR Case 2022-03, 89 FR 20859, Mar. 26, 2024]

§ 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?

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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?