

## Relocation Allowances

Pt. 302-6

allowance under part 302-4 of this chapter to reimburse househunting trip subsistence expenses; and

(e) Who will determine the mode(s) of transportation to be used.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 2011-01, 76 FR 18336, Apr. 1, 2011]

### **§ 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 the employee's 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 the employee will accept the transfer.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Case 2022-05, 89 FR 12255, Feb. 16, 2024]

### **§ 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 subsistence expenses (TQSE)”?

302-6.2 What is the purpose of the TQSE allowance?

302-6.3 What are “temporary quarters”?

302-6.4 Am I eligible for a TQSE allowance?

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

302-6.6 Am I eligible for a TQSE allowance if I transfer to or from a foreign area?

302-6.7 Must my agency authorize payment of a TQSE allowance?

302-6.8 Under what circumstances will I receive a TQSE allowance?

302-6.9 Who may occupy temporary quarters at Government expense?

302-6.10 Where may I/we occupy temporary quarters at Government expense?

## § 302-6.1

- 302-6.11 May my immediate family and I occupy temporary quarters at different locations?
- 302-6.12 How soon may I/we begin occupying temporary quarters at Government expense?
- 302-6.13 What is the latest period for which TQSE reimbursement may begin?
- 302-6.14 When does my authorized period for TQSE reimbursement end?
- 302-6.15 May I and/or my immediate family occupy temporary quarters longer than the period for which I am authorized to claim TQSE reimbursement?
- 302-6.16 May the period for which I am authorized to claim TQSE reimbursement for myself be different from that of my immediate family?
- 302-6.17 What effect do partial days of temporary quarters occupancy have on my authorized period for claiming TQSE reimbursement?
- 302-6.18 How is my TQSE allowance affected if my temporary quarters become my permanent residence quarters?
- 302-6.19 May I receive a TQSE allowance if I am receiving another subsistence expense allowance?
- 302-6.20 May I be reimbursed for transportation expenses incurred while I am occupying temporary quarters?
- 302-6.21 May I be reimbursed for TQSE while occupying my permanent residence quarters at my old official station?
- 302-6.22 What methods may my agency use to reimburse me for TQSE?
- 302-6.23 What is the “applicable per diem rate” under the TQSE reimbursement methods?
- 302-6.24 How may my TQSE reimbursement be affected if I relocate to, or currently occupy, temporary quarters in a Presidentially-Declared Disaster area?
- 302-6.25 Must I document my TQSE to receive reimbursement?
- 302-6.26 May I receive an advance of funds for TQSE?
- 302-6.27 Must I use a Government contractor-issued travel charge card for TQSE?
- 302-6.28 Are temporary quarters lodging taxes and laundry/dry cleaning expenses included in the TQSE amount?
- 302-6.29 How long may I be authorized to claim TQSE reimbursement?
- 302-6.30 May my agency reduce my authorized number of TQSE days if I am authorized a househunting trip?
- 302-6.31 What is a “compelling reason” warranting extension of my authorized period for claiming TQSE-LP or TQSE-AE reimbursement?
- 302-6.32 May I interrupt occupancy of temporary quarters?

## 41 CFR Ch. 302 (7-1-24 Edition)

### Subpart B—TQSE Methods of Reimbursement

- 302-6.100 What am I paid under the TQSE-LP reimbursement method?
- 302-6.101 What am I paid under the TQSE-AE reimbursement method?
- 302-6.102 What am I paid under the TQSE-LS reimbursement method?
- 302-6.103 May my agency reduce my TQSE allowance below the “maximum allowable amount”?

### Subpart C—Agency Responsibilities

- 302-6.200 How should we administer the TQSE allowance?
- 302-6.201 What governing policies must we establish for the TQSE allowance?
- 302-6.202 Under what circumstances may we authorize the TQSE allowance?
- 302-6.203 What factors should we consider in determining whether the TQSE allowance is actually necessary?
- 302-6.204 What factors should we consider in determining what TQSE method(s) to offer an employee?
- 302-6.205 Must we require transferees to sign a statement that TQSE will be incurred?
- 302-6.206 When must we make the TQSE-LS payment to the transferee?
- 302-6.207 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 Case 2022-02; Docket No. GSA-FTR-2022-0012, 89 FR 37978, May 7, 2024, unless otherwise noted.

### Subpart A—General Rules

NOTE 1 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 subsistence expenses (TQSE)”?

*Temporary quarters subsistence expenses* or *TQSE* are subsistence expenses incurred by an employee and/or the employee’s immediate family while occupying temporary quarters. TQSE does not include transportation expenses incurred during occupancy of temporary quarters (see § 302-6.20).

#### § 302-6.2 What is the purpose of the TQSE allowance?

The TQSE allowance is intended to reimburse an employee reasonably and