

## Relocation Allowances

## § 302-10.204

### Subpart B—Computation of Distance

#### § 302-10.100 What distance will my agency allow for points of origin and destination within CONUS and Alaska?

Your agency will allow for the distance shown in standard highway mileage guides or agency designated official table of distances or actual miles driven as determined from your odometer readings, between the authorized origin and destination.

#### § 302-10.101 Must I furnish actual odometer readings on the travel claim?

No, you do not need to furnish odometer readings on the travel claim but you must indicate the total miles traveled. Any deviation from the distances indicated in standard highway mileage guides or agency official table of distances must be fully explained and acceptable to your agency.

### Subpart C—Computation of Allowances

#### § 302-10.200 What costs are allowable when a commercial carrier transports my mobile home overland or over water?

Your agency will allow the following costs for use of a commercial carrier transporting your mobile home:

- (a) When transporting overland;
  - (1) The carrier's charge for actual transportation of the mobile home (not to exceed the applicable tariff for such movements approved by an appropriate regulatory body), provided any substantial deviation from standard highway mileage guides or agency official table of distances is explained;
  - (2) Ferry fares, bridge, road, and tunnel tolls;
  - (3) Taxes, charges or fees fixed by a State or other government authority for permits to transport mobile homes in or through its jurisdiction;
  - (4) Carrier's service charges for obtaining necessary permits; and
  - (5) Charges for a pilot (flag) car or escort services, when required by State or local law.

(b) When transporting over water cost must include, but not limited to the cost of:

- (1) Fuel and oil used for propulsion of the boat;
- (2) Pilots or navigators in the open water;
- (3) A crew;
- (4) Charges for harbor pilots;
- (5) Docking fees incurred in transit;
- (6) Harbor or port fees and similar charges related to entry in and navigation through ports; and
- (7) Towing, whether in tow or towing by pushing from behind.

#### § 302-10.201 What is the mileage allowance when you transport a mobile home overland by a POV?

The mileage allowance when you transport a mobile home overland by other than commercial means (e.g., towed by a POV) is eleven cents per mile. This is in addition to the mileage allowance prescribed for driving the POV under part 302-4 of this chapter.

#### § 302-10.202 Am I entitled to any other allowances when I transport my mobile home by POV?

Yes, you are also entitled to the following allowances when you transport your mobile home by POV:

- (a) Payment of mileage for use of a POV to transport yourself and/or immediate family member(s) as provided in § 302-4.30 of this chapter; and
- (b) Preparation costs as provided in § 302-10.205.

#### § 302-10.203 What are my allowances when a mobile home is transported partly by commercial carrier and partly by POV?

The allowances in §§ 302-10.200 through 302-10.202 apply to the respective portions of transportation by commercial carrier and POV when a mobile home is transported by both.

#### § 302-10.204 What costs are allowed for preparing a mobile home for shipment?

Allowable costs for preparing a mobile home for shipment include but are not limited to:

- (a) Blocking and unblocking (including anchoring and unanchoring);
- (b) Labor costs of removing and installing skirting;

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- (c) Separating, preparing, and sealing each section for movement;
- (d) Reassembling the two halves of a double-wide mobile home;
- (e) Travel lift fees;
- (f) Rental, installation, removal and transportation of hitches and extra axles with wheels and tires;
- (g) Purchasing blocks in lieu of transporting blocks from old official station and cost of replacement blocks broken while mobile home was being transported;
- (h) Packing and unpacking of HHG associated with the mobile home;
- (i) Disconnecting and connecting utilities;
- (j) Installation and removal of towing lights on trailer;
- (k) Charges for reasonable extension of existing water and sewer lines; and
- (l) Dismantling and assembling a portable room appended to a mobile home.

### § 302-10.205 Are there any costs for preparation that are not allowed?

Yes, costs for preparing a mobile home located outside Alaska or CONUS for movement or the costs for resetting outside Alaska or CONUS are not allowed.

### § 302-10.206 May my agency assume direct responsibility for the costs of preparing and transporting my mobile home?

Yes, your agency may assume direct responsibility for the costs of preparing and transporting your mobile home if it is determined to be in the Government's interest.

### § 302-10.207 Am I responsible for excess or non-allowable charges?

Yes, you are responsible for any excess preparation or transportation or non-allowable charges, such as:

- (a) Costs for replacement parts, tires purchases, structural repairs, brake repairs or any other repairs or maintenance performed;
- (b) Costs of insurance for valuation of mobile homes above carriers' maximum liabilities, or charges designated in the tariffs as "Special Service;"
- (c) Cost of storage; and
- (d) Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and costs of con-

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verting appliances for operation on available utilities.

### Subpart D—Advance of Funds

#### § 302-10.300 May I receive an advance of funds when a commercial carrier transports the mobile home?

Yes, you may receive an advance of funds when you are responsible for arranging and paying a commercial carrier to transport your mobile home. However, the advance may not exceed the estimated amount allowable.

#### § 302-10.301 May I receive an advance of funds when payment is made directly to the carrier by my agency?

No, your agency will not authorize you an advance of funds when it pays the carrier directly.

### Subpart E—Agency Responsibilities

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

#### § 302-10.400 What policies must we establish for authorizing transportation of a mobile home?

You must establish policies for authorizing transportation of a mobile home that implements this part including when:

- (a) It is considered in the best interest of the Government to assume direct responsibility for preparing and transporting an employee's mobile home;
- (b) To authorize an advance of funds for a commercial carrier transporting an employee's mobile home based on constructive or estimated cost when the employee assumes direct responsibility for payment.

#### § 302-10.401 Are the allowances for transporting a mobile home in addition to the allowances for per diem, mileage, and transportation expenses, for an employee and immediate family member(s)?

Yes, allowances for transporting a mobile home (including mileage when towed by the employee) are in addition to the allowances for per diem, mileage, and transportation expenses. However, you must consider the fact that the mobile home will be used as the