

## § 302-10.205

- (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