

§ 302–11.431

§ 302–11.431 How must we require an employee to request reimbursement for expenses of an unexpired lease settlement?

You must require that the employee submit an appropriate travel claim requesting reimbursement for expenses of an unexpired lease settlement with:

(a) An itemization of all expenses claimed supported by documentation showing that the employee indeed paid all lease settlement fees; and

(b) A total amount for all expenses claimed.

TITLE REQUIREMENTS

§ 302–11.440 How must we determine who holds title to property for reimbursement purposes?

To determine who holds title to property for reimbursement purposes, you must verify:

(a) Whose name(s) actually appears on the title document (e.g., the deed); or

(b) Who holds equitable title interest in the property.

§ 302–11.441 How must we determine if an employee holds equitable title interest in a property?

To determine if an employee holds equitable title interest in a property, you must follow the guidelines in § 302–11.405.

[FTR Case 2022–05, 89 FR 12256, Feb. 16, 2024]

REQUEST FOR REIMBURSEMENTS

§ 302–11.450 May we advance an employee funds for expenses incurred in connection with residence transactions?

No, you may not advance an employee funds for expenses incurred in connection with residence transactions.

§ 302–11.451 What is the maximum amount that we may reimburse for the sale or purchase of an employee's residence?

The maximum amount that you may reimburse for the sale or purchase of an employee's residence is:

(a) Ten percent of the actual sale price for the sale of the employee's residence at the old official station; and

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(b) Five percent of the actual purchase price of the residence for the purchase of a residence at the new official station.

PART 302–12—USE OF A RELOCATION SERVICES COMPANY

Subpart A—Employee's Use of a Relocation Services Company

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302–12.1 Who determines if I may use a RSC?

302–12.2 Under what conditions may I participate in my agency's homesale program?

302–12.3 Am I required to participate in homesale counseling?

302–12.4 To what terms of the RSC contract am I required to agree?

302–12.5 For what relocation services expenses will my agency pay?

302–12.6 If I use a contracted-for relocation service that is a substitute for reimbursable relocation allowance, will I be reimbursed for the relocation allowance as well?

302–12.7 What expenses will my agency pay if I use a relocation services company to ship household goods in excess of the maximum weight allowance?

302–12.8 What expenses will my agency pay if I use a relocation services company to sell or purchase a residence for which I and/or a member(s) of my immediate family do not have full title?

302–12.9 If my agency authorizes me to enter a homesale program, must I accept a buyout offer from the relocation services company?

302–12.10 What are the income tax consequences if I use a relocation services company?

Subpart B—Agency's Use of a Relocation Services Company

302–12.100 What are "relocation services"?

302–12.101 May we enter into a contract with a relocation services company for the company to provide relocation services?

302–12.102 What contracted relocation services may we provide at Government expense?

302–12.103 May we separately contract for each type of relocation service?

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302–12.105 Must we have a contract with a RSC that includes a comprehensive homesale program?

302–12.106 What rules must we follow when contracting for a comprehensive homesale program?

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