

## § 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**

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

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