

## Relocation Allowances

## § 302-2.6

### ADVANCEMENT OF FUNDS

- 302-2.23 May I receive an advance of funds for my travel and transportation expenses?
- 302-2.24 What requirements must I meet to receive a travel advance?
- 302-2.25 May I receive a travel advance for separation relocation?

### Subpart B—Agency Responsibilities

- 302-2.100 What internal policies must we establish before authorizing a relocation allowance?
- 302-2.101 When may we authorize reimbursement for relocation expenses?
- 302-2.102 Who must authorize and approve relocation expenses?
- 302-2.103 How must we administer the authorization for relocation of an employee?
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- 302-2.105 When an employee transfers between Federal agencies, who is responsible for paying the employee's relocation expenses?
- 302-2.106 May we waive statutory or regulatory limitations relating to relocation allowances for employees relocating to/from remote or isolated locations?

### TIME LIMITS

- 302-2.110 Are there time factors that we must consider for allowing an employee to complete all aspects of relocation?

AUTHORITY: 5 U.S.C. 5738; 20 U.S.C. 905(a).

SOURCE: FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, unless otherwise noted.

### Subpart A—General Rules

NOTE TO SUBPART A: Use of pronouns “I”, “you”, and their variants throughout this subpart refers to the employee.

#### § 302-2.1 When may I begin my relocation?

You may begin your relocation only after your agency has approved your travel authorization (TA) in writing (paper or electronic).

[86 FR 73680, Dec. 28, 2021]

#### § 302-2.2 May I relocate to my new official station before I receive a written travel authorization (TA)?

No, you must have the written TA (paper or electronic) before you relocate to your new official station.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 2010-07, 75 FR 72968, Nov. 29, 2010]

#### § 302-2.3 What determines my entitlements and allowances for relocation?

Your entitlements and allowances for relocation are determined by the regulatory provisions that are in effect at the time you report for duty at your new official station. However, this does not change the requirement that all aspects of a relocation must be completed by the time specified in §§ 302-2.8 through 302-2.12.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 108, 67 FR 57968, Sept. 13, 2002; FTR Amdt. 2014-01, 79 FR 49643, Aug. 21, 2014]

#### § 302-2.4 What is my effective transfer or appointment date?

Your effective transfer or appointment date is the date on which you report for duty at your new or first official station, respectively.

#### § 302-2.5 May I relocate from a location other than the location specified in my relocation travel authorization?

Yes, you may relocate from a place other than from where you are authorized. However, you will be required to pay all additional costs incurred for expenses above your authorized travel and transportation cost.

#### § 302-2.6 May I be reimbursed for relocation expenses if I relocate to a new official station that does not meet the 50-mile distance test?

Generally no; you may not be reimbursed for relocation expenses if you relocate to a new official station that does not meet the 50-mile distance test.

(a) The distance test is met when the new official station is at least 50 miles further from the employee's current residence than the old official station is from the same residence. For example, if the old official station is 3 miles