

Relocation Allowances

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equitably for subsistence expenses incurred when it is necessary to occupy temporary quarters incident to an official relocation or temporary change of station.

§ 302-6.3 What are “temporary quarters”?

The term “temporary quarters” refers to lodging obtained for the purpose of temporary occupancy from a private or commercial source incident to an official relocation or temporary change of station.

§ 302-6.4 Am I eligible for a TQSE allowance?

You are eligible for a TQSE allowance if you are an employee who is authorized to transfer to a new official station, including upon assignment to a temporary official station (see FTR 302-3.413(b)) and permanent assignment to a temporary official station (see FTR 302-3.427(e)); and

(a) Your new official station is located within the United States; and

(b) Your old and new official stations are at least 50 miles apart (as measured by map distance) via a usually traveled surface route; and

(c) Your new official station meets the 50-mile distance test (see § 302-2.6(a)).

§ 302-6.5 Who is not eligible for a TQSE allowance?

(a) New appointees;

(b) Employees assigned under the Government Employees Training Act (5 U.S.C. 4109);

(c) Senior Executive Service (SES) employees making their last move home for the purpose of separation from Government service;

(d) Employees returning from an overseas assignment for the purpose of separation from Government service; and

(e) Employees who were granted a waiver to the 50-mile distance test under § 302-2.6(b).

§ 302-6.6 Am I eligible for a TQSE allowance if I transfer to or from a foreign area?

(a) You may not receive a TQSE allowance under this part when you transfer to a foreign area. However,

you may qualify for a comparable allowance under the Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas) (see § 302-3.101 of this chapter).

(b) You may receive a TQSE allowance under this part when you transfer from a foreign area and occupy temporary quarters in the United States. You may also be authorized a comparable allowance, prescribed by the Department of State, at the foreign area preceding final departure subsequent to the necessary vacating of residence quarters (see § 302-3.101 of this chapter).

§ 302-6.7 Must my agency authorize payment of a TQSE allowance?

No, TQSE is a discretionary allowance. Your agency determines whether it is in the Government’s interest to pay TQSE.

§ 302-6.8 Under what circumstances will I receive a TQSE allowance?

You will receive a TQSE allowance if:

(a) Your agency authorizes it before you occupy the temporary quarters;

(b) Your relocation authorization specifies the TQSE method and the number of days allowed for you to receive TQSE;

(c) You have signed a service agreement; and

(d) You meet any additional conditions your agency has established.

§ 302-6.9 Who may occupy temporary quarters at Government expense?

Only you and/or your immediate family, as annotated on the relocation authorization, may occupy temporary quarters at Government expense.

§ 302-6.10 Where may I/we occupy temporary quarters at Government expense?

You and/or your immediate family may occupy temporary quarters in the United States at Government expense within reasonable proximity (approximately 50 miles) of the geographical area of your old and/or new official stations. Neither you nor your immediate family may be reimbursed for occupying temporary quarters at any other

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location, unless justified by special circumstances (*e.g.*, the temporary quarters location is subject to a Presidentially-Declared Disaster) that are reasonably related to your transfer.

§ 302-6.11 May my immediate family and I occupy temporary quarters at different locations?

Yes. Under various circumstances, you and your immediate family may need to occupy temporary quarters at different locations (*e.g.*, if you must report to the new official station while the immediate family delays the relocation to have family members complete the school year) (see § 302-6.16 regarding concurrent TQSE).

§ 302-6.12 How soon may I/we begin occupying temporary quarters at Government expense?

You may begin occupying temporary quarters at Government expense after your agency has authorized you to receive a TQSE allowance and you have signed a service agreement.

§ 302-6.13 What is the latest period for which TQSE reimbursement may begin?

The period must begin before the maximum time for completing all aspects of your relocation under § 302-2.9.

§ 302-6.14 When does my authorized period for TQSE reimbursement end?

The period for TQSE reimbursement ends at midnight on either the day before you and/or any member of your immediate family occupies permanent residence quarters (even if some, but not all household goods have been delivered such that the residence is suitable for permanent occupancy), or the day your authorized period for TQSE reimbursement expires, whichever occurs first. (See § 302-6.207 for details.)

§ 302-6.15 May I and/or my immediate family occupy temporary quarters longer than the period for which I am authorized to claim TQSE reimbursement?

Yes, but you will not be reimbursed for any of the expenses you incur during the unauthorized period.

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§ 302-6.16 May the period for which I am authorized to claim TQSE reimbursement for myself be different from that of my immediate family?

No, the eligibility period for which you are authorized to claim TQSE reimbursement for yourself and for each member of your immediate family must run concurrently.

§ 302-6.17 What effect do partial days of temporary quarters occupancy have on my authorized period for claiming TQSE reimbursement?

Occupancy of temporary quarters is based on calendar days and partial days are counted as full days of TQSE. You may not receive reimbursement under both TQSE allowance and another subsistence expenses allowance within the same day, with one exception. If you claim TQSE reimbursement on the same day that official travel en route to your new official station ends, your per diem will be computed under applicable partial day rules, and you also may be reimbursed for actual TQSE you incur after 6 p.m. of that day.

§ 302-6.18 How is my TQSE allowance affected if my temporary quarters become my permanent residence quarters?

If your temporary quarters become your permanent residence quarters, you may receive a TQSE allowance only if you show in a manner satisfactory to your agency that you initially intended to occupy the quarters temporarily. You will not be entitled to TQSE once your agency determines that your temporary quarters are your permanent residence. (See § 302-6.207 for details.)

§ 302-6.19 May I receive a TQSE allowance if I am receiving another subsistence expenses allowance?

No, unless your immediate family is claiming TQSE and you are performing separate official TDY travel, or you receive a cost-of-living allowance payable under 5 U.S.C. 5941 in addition to a TQSE allowance. (See § 302-6.17 for partial days for en route travel days.)