

Relocation Allowances

§ 302-5.9

302-5.202 Will I receive additional TQSE reimbursement if my fixed amount is not adequate to cover my TQSE?

Subpart D—Agency Responsibilities

- 302-5.300 How should we administer the TQSE allowance?
- 302-5.301 What governing policies must we establish for the TQSE allowance?
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- 302-5.303 What factors should we consider in determining whether the TQSE allowance actually is necessary?
- 302-5.304 What factors should we consider in determining whether to offer an employee the fixed amount TQSE reimbursement option?
- 302-5.305 What factors should we consider in determining whether quarters are temporary?

AUTHORITY: 5 U.S.C. 5738; 20 U.S.C. 905(a); E.O. 11609, 36 FR 13747, 3 CFR, 1971-1975 Comp., p. 586.

SOURCE: FTR Amdt. 59, 62 FR 13756, Mar. 21, 1997, unless otherwise noted.

Subpart A—General Rules

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

§ 302-5.1 What are “temporary quarters”?

The term “temporary quarters” refers to lodging obtained for the purpose of temporary occupancy from a private or commercial source.

§ 302-5.2 What are “temporary quarters subsistence expenses (TQSE)”?

“Temporary quarters subsistence expenses” or “TQSE” are subsistence expenses incurred by an employee and/or his/her immediate family while occupying temporary quarters. TQSE does not include local transportation expenses incurred during occupancy of temporary quarters (see § 302-5.18 for details).

§ 302-5.3 What is the purpose of the TQSE allowance?

The TQSE allowance is intended to reimburse an employee reasonably and equitably for subsistence expenses incurred when it is necessary to occupy temporary quarters.

§ 302-5.4 Am I eligible for a TQSE allowance?

You are eligible for a TQSE allowance if you are an employee who is authorized to transfer; and

- (a) Your new official station is located within the United States; and
- (b) Your old and new official stations are 40 miles or more apart (as measured by map distance) via a usually traveled surface route.

[FTR Amdt. 59, 62 FR 13756, Mar. 21, 1997, as amended by FTR Amdt. 84, 64 FR 29163, May 28, 1999]

§ 302-5.5 Who is not eligible for a TQSE allowance?

New appointees, employees assigned under the Government Employees Training Act (5 U.S.C. 4109), and employees returning from an overseas assignment for the purpose of separation are not eligible for a TQSE allowance.

§ 302-5.6 Must my agency authorize payment of a TQSE allowance?

No, your agency determines whether it is in the Government’s interest to pay TQSE.

§ 302-5.7 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 (the agency authorization must specify the period of time allowed for you to occupy temporary quarters); and
- (b) You have signed a service agreement; and
- (c) You meet any additional conditions your agency has established.

§ 302-5.8 Who may occupy temporary quarters at Government expense?

Only you and/or your immediate family may occupy temporary quarters at Government expense.

§ 302-5.9 Where may I/we occupy temporary quarters at Government expense?

You and/or your immediate family may occupy temporary quarters at Government expense within reasonable proximity of your old and/or new official stations. Neither you nor your immediate family may be reimbursed for occupying temporary quarters at any