

**§ 302-11.407**

**§ 302-11.407 What documentation must we require the employee to submit before paying residence transaction expenses?**

Before paying residence transaction expenses, you must require the employee to submit:

(a) A copy of his/her financial documents which prove that only the employee and or a member(s) of the immediate family made payments on the property;

(b) A copy of his/her financial documents which prove that he/she and/or a member(s) of the immediate family received all proceeds from the sale of the property;

(c) Documentation that is acceptable by you in verifying any interest that the employee has in the property; and

(d) Any additional documents that you need to verify payments.

TIME LIMITATIONS

**§ 302-11.420 How long can we authorize an extension for completion of the sale and purchase or lease termination transactions?**

You may authorize an additional period of time, not to exceed 2 years, for completion of the sale and purchase or lease termination transactions.

**§ 302-11.421 What must we consider when authorizing an extension of time limitation?**

When authorizing an extension of time limitation, you must determine that the:

(a) Employee has extenuating circumstances which have prevented him/her from completing his/her sale and purchase or lease termination transactions in the initial authorized time frame of two years; and

(b) Employee's residence transactions are reasonably related to his/her transfer of official station.

UNEXPIRED LEASE

**§ 302-11.430 When must we reimburse an employee for expenses incurred due to settlement of an unexpired lease?**

You must reimburse an employee in lieu of residence transaction expenses when the employee meets the requirements of § 302-11.10 for expenses in-

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curred due to settlement of an unexpired lease.

**§ 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 his/her property?**

To determine if an employee holds equitable title interest in his/her property, you must follow the guidelines in § 302-11.405.

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

## Relocation Allowances

## § 302-12.3

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

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

#### § 302-12.1 Am I eligible to use a relocation services company?

Yes, if you are an employee who is authorized to transfer and such transfer includes residence transaction.

#### § 302-12.2 Who determines if I may use a relocation services company?

Your agency must determine if you may use a relocation services company.

#### § 302-12.3 Under what conditions may I use a relocation services company?

You may use a relocation services company if you:

- (a) Meet all conditions required for you to be eligible for an allowance contained in this chapter for which a service provided by the relocation services company would serve as a substitute, and you are authorized to use a specific relocation service provided by the company as a substitute;
- (b) Have signed a service agreement; and
- (c) Meet any specific conditions your agency has established.