

Relocation Allowances

§ 302-11.2

Subpart E—Agency Responsibilities

- 302-11.400 What policies and procedures must we establish?
- 302-11.401 Under what conditions may we authorize or approve a residence transaction expense allowance?
- 302-11.402 Who is not eligible to receive residence transaction expense allowances?
- 302-11.403 What policies must we establish before accepting documentation from an employee for reimbursement of residence transaction expenses?
- 302-11.404 What controls must we establish for paying allowances for expenses incurred in connection with residence transactions?
- 302-11.405 Which agency must review and approve the employee's application when the employee transfers between agencies?
- 302-11.406 How must we administer an employee's claim?
- 302-11.407 What documentation must we require the employee to submit before paying residence transaction expenses?

TIME LIMITATIONS

- 302-11.420 How long can we authorize an extension 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?

UNEXPIRED LEASE

- 302-11.430 When must we reimburse an employee for expenses incurred 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?

TITLE REQUIREMENTS

- 302-11.440 How must we determine who holds title to property for reimbursement purposes?
- 302-11.441 How must we determine if an employee holds equitable title interest in his/her property?

REQUEST FOR REIMBURSEMENTS

- 302-11.450 May we 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?

AUTHORITY: 5 U.S.C. 5738 and 20 U.S.C. 905(c).

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, unless otherwise noted.

§ 302-11.1 What is the purpose of an allowance for expenses incurred in connection with residence transactions?

The purpose of an allowance for expenses incurred in connection with residence transaction is to reimburse you when you transfer from an old official station to a new official station for expenses that you incur due to:

- (a) The sale of one residence at your old official duty station, and/or the purchase of a residence at your new official duty station; or
- (b) The settlement expenses for a lease which has not expired on your residence or mobile home lot which is used as your permanent residence at your old official station.

§ 302-11.2 Am I eligible to receive an allowance for expenses incurred in connection with my residence transactions?

You are eligible to receive an allowance for expenses incurred in connection with your residence transactions under this subpart if you have signed a service agreement as specified in §302-3, subpart D of this chapter, and you are performing a permanent change of station where:

- (a) Your old and new official stations are within the United States; or
- (b) You transferred from an official station in the United States to a foreign area, and you are now transferring back to the United States and;
 - (1) You have completed your service agreement time period for your overseas tour of duty; and
 - (2) You are assigned to an official station in the United States that is more than 50 miles from your last official station in the United States, unless authorized otherwise in accordance with § 302-2.6 of this chapter.