

Relocation Allowances

§ 302-11.451

§ 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-

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