

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

(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

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

Sec.

- 302-12.1 Am I eligible to use a relocation services company?
- 302-12.2 Who determines if I may use a relocation services company?
- 302-12.3 Under what conditions may I use a relocation services company?
- 302-12.4 For what relocation services expenses will my agency pay?
- 302-12.5 If I use a contracted-for relocation service that is a substitute for reimbursable relocation allowance, will I be reimbursed for the relocation allowance as well?
- 302-12.6 What expenses will my agency pay if I use a relocation services company to ship household goods in excess of the maximum weight allowance?
- 302-12.7 What expenses will my agency pay if I use a relocation services company to sell or purchase a residence for which I and/or a member(s) of my immediate family do not have full title?
- 302-12.8 If my agency authorizes me to enter a homesale program, must I accept a buyout offer from the relocation services company?
- 302-12.9 What are the income tax consequences if I use a relocation services company?

Subpart B—Agency's Use of a Relocation Services Company

- 302-12.100 What are "relocation services"?
- 302-12.101 May we enter into a contract with a relocation services company for the company to provide relocation services?
- 302-12.102 What contracted relocation services may we provide at Government expense?
- 302-12.103 May we separately contract for each type of relocation service?
- 302-12.104 What is the purpose of contracting for relocation services?
- 302-12.105 How must we administer a relocation services contract?
- 302-12.106 What policies must we establish when offering our employees the services of a relocation services company?
- 302-12.107 What rules must we follow when contracting for relocation services?
- 302-12.108 What are the income tax consequences that we must consider when offering relocation services?

- 302-12.109 What must we consider in deciding whether to use the fixed-fee or cost-reimbursable contracting method?
- 302-12.110 May we take title to an employee's residence?
- 302-12.111 Under a homesale program, may we establish a maximum home value above which we will not pay for homesale services?
- 302-12.112 Under a homesale program, may we pay an employee for losses he/she incurs on the sale of a residence?
- 302-12.113 Under a homesale program, may we direct the relocation services company to pay an employee more than the fair market value of his/her residence?
- 302-12.114 May we use a relocation services contract for services which we are contractually bound to obtain under another travel services contract?

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—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.