

SUBCHAPTER F—MISCELLANEOUS ALLOWANCES

PART 302-16—ALLOWANCE FOR MISCELLANEOUS EXPENSES

Subpart A—General

Sec.

- 302-16.1 What are miscellaneous expenses?
- 302-16.2 What is the purpose of the miscellaneous expenses allowance (MEA)?
- 302-16.3 Who is and is not eligible for a MEA?
- 302-16.4 Must my agency authorize payment of a MEA?

Subpart B—Employee’s Allowance for Miscellaneous Expenses

- 302-16.100 How will I receive the MEA?
- 302-16.101 May I receive an advance of funds for MEA?
- 302-16.102 What amount may my agency reimburse me for miscellaneous expenses?
- 302-16.103 May I claim an amount in excess of that prescribed in §302-16.102?
- 302-16.104 Must I document my miscellaneous expenses to receive reimbursement?
- 302-16.105 What standard of care must I use in incurring miscellaneous expenses?

Subpart C—Agency Responsibilities

- 302-16.200 What governing policies must we establish for MEA?

302-16.201 How should we administer the authorization and payment of miscellaneous expenses?

302-16.202 Are there any restrictions to the types of costs we may cover?

302-16.203 What are examples of types of costs not covered by the MEA?

AUTHORITY: 5 U.S.C. 5738; 20 U.S.C. 905(a); E.O. 11609, 36 FR 13747, 3 CFR 1971-1973 Comp., p.586.

SOURCE: FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, unless otherwise noted.

Subpart A—General

NOTE TO SUBPART A: Use of pronouns “I”, “you”, and their variants throughout this subpart refers to the employee, unless otherwise noted.

§302-16.1 What are miscellaneous expenses?

(a) Miscellaneous expenses are costs associated with:

- (1) Discontinuing your residence at your old official station, and/or
- (2) Establishing a residence at your new official station.

(b) Expenses allowable under paragraphs(a)(1) or (a)(2) of this section include, but are not limited to the following:

General expenses	Fees/deposits	Losses
Appliances	For disconnecting/connecting appliances, equipment, utilities (except for mobile homes see §302-10.20), conversion of appliances for operation on available utilities.	
Rugs, draperies, and curtains	For cutting and fitting such items, moved from one residence quarters to another.	
Utilities (See §302-10.20 for mobile homes).	Deposits or fees not offset by eventual refunds.	
Medical, dental, and food locker contracts.	Forfeiture losses not transferable or refundable.
Private Institutional care contracts (such as that provided for handicapped or invalid dependents only).	Forfeiture losses not transferable or refundable.
Privately-owned automobiles	Registration, Driver’s license, and use taxes imposed when bringing into certain jurisdictions.	
Transportations of pets	Only costs associated with dogs, cats and other house pets are included. Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restrictions on shipping, host country restrictions and special handling difficulties. Costs are limited to transportation and handling costs, required to meet the more stringent rules of air carriers, not included are inoculations, examinations, boarding quarantine or other costs in the moving process.	

§ 302-16.2

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 108, 67 FR 57969, Sept. 13, 2002]

§ 302-16.2 What is the purpose of the miscellaneous expenses allowance (MEA)?

The miscellaneous expenses allowance (MEA) is to help defray some of the costs incurred due to relocating. The MEA is related to expenses that are common to living quarters, furnishings, household appliances, and to other general types of costs inherent in relocation of a place of residence. (See part 302-10 of this chapter for specific costs normally associated with relocation of a mobile home dwelling that are covered under transportation expenses.)

§ 302-16.3 Who is and is not eligible for a MEA?

See the following table for eligibility of MEA:

Employees eligible for MEA	Employees not eligible for MEA
(a) Your agency authorized/approved a relocation or a TCS; and.	(a) A new appointee.
(b) You discontinued and established a residence in connection with your relocation or TCS; and.	(b) Authorized SES "last move home" benefits,
(c) You meet the applicable eligibility conditions in part 302-1 of this chapter; and.	(c) Assigned under the Government Employees Training Act (5 U.S.C. 4109), or
(d) You signed the required service agreement in part 302-1 of this chapter.	(d) Returning from an overseas assignment for separation from Government service.

§ 302-16.4 Must my agency authorize payment of a MEA?

Yes, if you meet the applicable eligibility conditions in § 302-16.3, your agency must authorize payment of a MEA.

Subpart B—Employee’s Allowance for Miscellaneous Expenses

§ 302-16.100 How will I receive the MEA?

You will be reimbursed your MEA in accordance with your agency’s internal travel policy.

§ 302-16.101 May I receive an advance of funds for MEA?

No, your agency must not authorize an advance of funds for MEA.

§ 302-16.102 What amount may my agency reimburse me for miscellaneous expenses?

The following amounts will be paid for miscellaneous expenses without support or documentation of expenses:

- (a) Either \$500 or the equivalent of one week’s basic gross pay, whichever is the lesser amount, if you have no immediate family relocating with you; or
- (b) \$1,000 or the equivalent of two weeks’ basic gross pay, whichever is the lesser amount, if you have immediate family members relocating with you.

§ 302-16.103 May I claim an amount in excess of that prescribed in § 302-16.102?

Yes, you may claim an amount in excess of that prescribed in § 302-16.12 if authorized by your agency; and

- (a) Supported by acceptable statements of fact, paid bills or other acceptable evidence justifying the amounts claimed; and
- (b) The aggregate amount does not exceed your basic gross pay (at the time you reported for duty, at your new official station) for:
 - (1) One week if you are relocating without an immediate family; or
 - (2) Two weeks if you are relocating with an immediate family.

NOTE TO § 302-16.103: The amount authorized cannot exceed the maximum rate of grade GS-13 provided in 5 U.S.C. 5332 at the time you reported for duty at your new official station.

§ 302-16.104 Must I document my miscellaneous expenses to receive reimbursement?

You must show documentation of your miscellaneous expenses only when an amount exceeds that prescribed in § 302-16.101.