

## Relocation Allowances

## § 302-2.106

### § 302-2.22 May I receive a travel advance for separation relocation?

Yes, you may receive a travel advance if approved by your agency.

### Subpart B—Agency Responsibilities

NOTE TO SUBPART B: Use of pronouns “we”, “you”, and their variants throughout this subpart refers to the agency.

### § 302-2.100 What internal policies must we establish before authorizing a relocation allowance?

Before authorizing a relocation allowance, you must set internal policies that determine:

- (a) How you will implement the governing policies throughout this part;
- (b) How you will determine when a relocation is in the best interest of the Government;
- (c) When you will allow a travel advance for relocation expenses;
- (d) Who will authorize and approve relocation travel;
- (e) Under what additional circumstances will you require an employee to sign a service agreement; and
- (f) Who is required to sign a service agreement.

### § 302-2.101 When may we authorize reimbursement for relocation expenses?

You may authorize reimbursement for relocation expenses:

- (a) When you have determined that an employee’s permanent change of station is in the best interest of the Government;
- (b) Only after an employee has signed a service agreement to remain in service for the period specified in § 302-2.13; and
- (c) When you have determined that the employee’s relocation is incident to his/her change of official station.

### § 302-2.102 Who must authorize and approve relocation expenses?

The agency head or his/her designee must authorize and approve relocation expenses.

### § 302-2.103 How must we administer the authorization for relocation of an employee?

To administer the authorization for relocation of an employee, you must:

- (a) Issue an employee a TA for relocation before he/she transfers to his/her new official station;
- (b) Inform the employee of his/her transfer within a timeframe that will provide him/her sufficient time for preparation;
- (c) Establish timeframes on when employees must submit a TA request; and
- (d) Provide new employees with the applicable limitations of their travel benefits.

### § 302-2.104 What information must we provide on the TA?

On the TA, you must state the:

- (a) Specific allowances that the employee is authorized; and
- (b) Procedures that the employee is authorized to follow.

### § 302-2.105 When an employee transfers between Federal agencies, who is responsible for paying the employee’s relocation expenses?

When an employee transfers between Federal agencies, all allowable expenses must be paid from the funds of the agency that the employee is transferring to. However, in the case of a reduction in force or transfer of function, an agreement may be made between the agencies concerned as to what relocation allowances will be paid by either agency or split between them. This should include the payment of expenses for the extended storage of the employee’s household goods when assigned to an isolated permanent duty station within CONUS or a transfer to, from, or between foreign countries.

### § 302-2.106 May we waive statutory or regulatory limitations relating to relocation allowances for employees relocating to/from remote or isolated locations?

Yes, the agency head or his/her designee may waive any statutory or regulatory limitations for employees relocating (to/from a remote or isolated location) when determining that failure to waive the limitation would cause an undue hardship on the employee.

**§ 302-2.110**

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TIME LIMITS

**§ 302-2.110 Are there time factors that we must consider for allowing an employee to complete all aspects of relocation?**

Yes, you should encourage employees to begin travel as soon as possible after authorization of travel is approved and inform employees that they must complete all aspects of relocation within a

2-year period from his/her effective date of transfer or appointment, unless the employee's 2-year period is extended to include:

- (a) Time spent on military furlough;
- (b) Delays caused by overseas shipping or other restrictions; or
- (c) An extension for completion of residence transaction (see §302-11.22 of this chapter).