

## Relocation Allowances

## § 302-4.704

### § 302-4.402 Will I be required to document the circumstances causing the delay?

Yes, you must provide a statement on your travel claim explaining the circumstances that caused the delay.

### § 302-4.403 Does this exception require authorization by my approving official?

Yes, authorization by your approving official is required for any exception to the daily minimum driving distance.

## Subpart F—Use of More Than One POV

### § 302-4.500 If I am authorized to use more than one POV, what are the allowances?

When you are authorized to use more than one POV, the allowances under §§ 302-4.300 and 302-4.302 apply for each POV.

### § 302-4.501 If I use an additional POV that was not authorized for PCS travel, will I be reimbursed for the additional POV?

No, your agency must authorize you reimbursement of the use of more than one POV before you are entitled to reimbursement.

## Subpart G—Advance of Funds

### § 302-4.600 May I request an advance of funds for per diem and mileage allowances for PCS travel?

You may request advance of funds for per diem and mileage allowances for PCS travel, except for overseas tour renewal agreement travel.

## Subpart H—Agency Responsibilities

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

### § 302-4.700 What governing policies must we establish for payment of allowances for subsistence and transportation expenses?

For payment of allowances for subsistence and transportation expenses,

you must establish policy and procedures governing:

(a) How you will implement the regulations throughout this part;

(b) A reasonable minimum driving distance per day that may be more than, but not less than an average of 300 miles per calendar day when use of a POV is used for PCS travel and when you will authorize an exception;

(c) Designation of an agency approving official who will authorize an exception to the daily minimum driving distance; and

(d) When you will authorize the use of more than one POV for PCS travel.

### § 302-4.701 What PCS travel expenses must we pay?

Except as specifically provided in this chapter, PCS travel expenses you must pay are:

(a) Per diem;

(b) Transportation costs; and

(c) Other travel expenses in accordance with 5 U.S.C. 5701-5709 and chapter 301 of this title.

### § 302-4.702 What PCS travel expenses must we pay for the employee's immediate family members?

Except as specifically provided in this chapter, the reimbursement limits in chapter 301 of this title govern payment of travel expenses you must pay for the employee's immediate family members.

### § 302-4.703 How do we compute the per diem for an established minimum driving distance per day?

Per diem for an established minimum driving distance per day is computed based on the lodgings-plus per diem system as described in §§ 301-11.100 through 301-11.103 of this title.

### § 302-4.704 Must we require a minimum driving distance per day?

Yes, you must establish a minimum driving distance not less than an average of 300 miles per day. However, an exception to the daily minimum driving distance may be made when the delay is:

(a) Beyond control of the employee, e.g., results from acts of God or restrictions by Government officials;

(b) Due to a physical handicap; or

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(c) For other reasons acceptable to you.

**§ 302-4.705 What are the allowances if the employee uses more POVs than authorized?**

If the employee uses more POVs than authorized, reimbursement will be made as if all persons traveled in the number of POVs that you authorized.

**PART 302-5—ALLOWANCE FOR HOUSEHUNTING TRIP EXPENSES**

**Subpart A—Employee’s Allowance for Househunting Trip Expenses**

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- 302-5.17 Am I in a duty status when I perform a househunting trip?
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**Subpart B—Agency Responsibilities**

- 302-5.100 How should we administer the househunting trip expenses allowance?

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- 302-5.101 What governing policies must we establish for the househunting trip expenses allowance?
- 302-5.102 Under what circumstances may we authorize a househunting trip?
- 302-5.103 What factors must we consider in determining whether to offer an employee the fixed amount househunting trip subsistence expense reimbursement option?

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

**Subpart A—Employee’s Allowance For Househunting Trip Expenses**

NOTE TO SUBPART A: Use of the pronouns “I” and “you” throughout this subpart refers to the employee.

**§ 302-5.1 What is a “househunting trip”?**

The term “househunting trip” refers to a trip made by the employee and/or spouse to your new official station locality to find permanent living quarters to rent or purchase. The term “living quarters” in this part includes apartments, condominiums, and cooperatives in addition to townhouses and single family homes.

**§ 302-5.2 What is the purpose of the househunting trip expenses allowance?**

The allowance for househunting trip expenses is intended to facilitate and expedite the employee’s move from your old official station to your new official station and to lower the Government’s overall cost for the employee’s relocation by reducing the amount of time an employee must occupy temporary quarters. The allowance for househunting trip expenses provides the employee and/or spouse a period of time to concentrate on finding a suitable permanent residence at the new official station and thereby expedites the employee’s relocation.

**§ 302-5.3 Am I eligible for a househunting trip expenses allowance?**

You are eligible for a househunting trip expenses allowance if you are an