

Relocation Allowances

Pt. 302-6

to minimize or avoid its use when other satisfactory and more economical arrangements are available.

§ 302-5.101 What governing policies must we establish for the househunting trip expenses allowance?

You must establish policies and procedures governing:

- (a) When you will authorize a househunting trip for an employee;
- (b) Who will determine if a househunting trip is appropriate in each situation;
- (c) If and when you will authorize the fixed amount option for househunting trip subsistence expenses reimbursement;
- (d) Who will determine the appropriate duration of a househunting trip for an employee who selects a per diem allowance under part 302-4 of this chapter to reimburse househunting trip subsistence expenses; and
- (e) Who will determine the mode(s) of transportation to be used.

§ 302-5.102 Under what circumstances may we authorize a househunting trip?

You may authorize a househunting trip on an individual-case basis when the employee has accepted the transfer and his/her circumstances indicate that a househunting trip actually is needed. You may not authorize a househunting trip when the purpose of the trip is to assist the employee in deciding whether he or she will accept the transfer.

§ 302-5.103 What factors must we consider in determining whether to offer an employee the fixed amount househunting trip subsistence expense reimbursement option?

You must consider the following factors:

- (a) *Ease of administration.* Payment of a per diem allowance under part 302-4 of this chapter requires you to review claims for the validity, accuracy, and reasonableness of each expense amount, except for meals and incidental expenses. Fixed amount househunting trip subsistence expenses reimbursement is easier to administer because you do not have to review expense amounts.

(b) *Cost considerations.* You must weigh the cost of each reimbursement option on a case-by-case basis.

(c) *Treatment of employees.* The employee is allowed to choose between a per diem allowance under part 302-4 of this chapter and fixed amount househunting trip subsistence expenses reimbursement when you offer the fixed amount reimbursement method. You therefore should weigh employee morale and productivity considerations against actual cost considerations in determining which method to offer.

PART 302-6—ALLOWANCE FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSES

Subpart A—General Rules

Sec.

- 302-6.1 What are “temporary quarters?”
- 302-6.2 What are “temporary quarters subsistence expenses (TQSE)?”
- 302-6.3 What is the purpose of the TQSE allowance?
- 302-6.4 Am I eligible for a TQSE allowance?
- 302-6.5 Who is not eligible for a TQSE allowance?
- 302-6.6 Must my agency authorize payment of a TQSE allowance?
- 302-6.7 Under what circumstances will I receive a TQSE allowance?
- 302-6.8 Who may occupy temporary quarters at Government expense?
- 302-6.9 Where may I/we occupy temporary quarters at Government expense?
- 302-6.10 May my immediate family and I occupy temporary quarters at different locations?
- 302-6.11 What methods may my agency use to reimburse me for TQSE?
- 302-6.12 Must I document my TQSE to receive reimbursement?
- 302-6.13 How soon may I/we begin occupying temporary quarters at Government expense?
- 302-6.14 How is my TQSE allowance affected if my temporary quarters become my permanent residence quarters?
- 302-6.15 May I receive an advance of funds for TQSE?
- 302-6.16 May I receive a TQSE allowance if I am receiving another subsistence expenses allowance?
- 302-6.17 Am I eligible for a TQSE allowance if I transfer to a foreign area?
- 302-6.18 May I be reimbursed for local transportation expenses incurred while I am occupying temporary quarters?