

Permanent Change of Station Travel

**U.S. ARMY CORPS OF ENGINEERS, FORT WORTH DISTRICT
LOGISTICS MANAGEMENT OFFICE
MAY 2000**

FOREWORD

The Corps of Engineers has a reputation for integrity and professionalism in accomplishing assigned missions. Allegation of fraudulent travel claims could do grievous harm to our organization's ability to do its job and, accordingly, must be dealt with decisively and immediately.

As a means to that end, this pamphlet is provided to inform all employees of the entitlements normally allowed in the performance of official Permanent Change of Station Travel, and to assist the employee when submitting a claim for that travel. This pamphlet should be used only as a guide and does not replace the DOD Joint Travel Regulations, which will be used to determine any abnormal or questionable claims for reimbursement. All rates and percentages presented are subject to change by the Joint Travel and Per Diem Committee.

If you have specific questions regarding Permanent Change of Station Travel, POC will be Ms. Leslie Pruitt, Logistics Management Office, 817-886-1003 or email at Leslie.T.Pruitt@swf02.usace.army.mil. Alternate POC will be Ira Matthews, Logistics Management Office, 817-886-1006 or email at Ira.M.Matthews@swf02.usace.army.mil.

PRUDENCE IN TRAVEL

A traveler on official business (permanent duty travel or temporary duty travel) will exercise the same care in incurring expenses and accomplishing a mission that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of a mission are not considered acceptable as exercising prudence. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

TIPS FOR PERMANENT CHANGE OF STATION TRAVEL

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PART ONE

TRAVEL ORDER AND TRANSPORTATION AGREEMENT

Before you are issued a travel order (DD1614) you will, in most instances, be required to sign a statement (Transportation Agreement – DD Form 1618) agreeing to remain with the Government for a period of not less than 12 months. This form is signed by the Human Resource Office.

Your travel order is the key to an authorized move. Read it carefully. When you receive your travel order from the Logistics Management Office, you can complete your travel plans, make the necessary arrangements for shipment and/or storage of your household goods and personal effects, and begin to put your personal affairs in order. The Transportation Officer will advise you regarding shipment of household goods. For overseas moves, contact the Logistics Management Office and they will refer you to a Transportation Office at a nearby military installation for arranging your shipment.

An amendment and/or cancellation of a permanent change of station travel order is prepared by the Logistics Management Office.

PART TWO

ELIGIBILITY

In connection with a permanent change of station (PCS) move within the Continental United States, and exclusive of an individual being employed in a “Manpower Shortage Position – First Duty Station Hire” or an employee (trainee) being “Assigned Under Government Employee Training Act” (see the following paragraph), the employee is entitled to travel and transportation expenses for the following items if authorized in the travel order:

- a. Per Diem for employee.
- b. Per Diem for dependents.
- c. Transportation for employee.
- d. Transportation for dependents.
- e. Round trip travel to seek permanent residence (House Hunting Trip). This entitlement is limited to one trip for employee and/or spouse.

- f. Temporary Quarters Subsistence Expense for employee and dependents either together or separately.
- g. Miscellaneous Expense Allowance.
- h. Real Estate Expenses and/or Unexpired Lease.
- i. Transportation of Household Goods.
- j. Storage of Household Goods (temporary and/or nontemporary).
- k. Transportation of Mobile Home in lieu of transportation of household goods.

Individuals being employed in a “Manpower Shortage Position – First Duty Station Hire” or employees (trainees) being “Assigned Under Government Employee Training Act” are entitled to travel and transportation expenses for the following items if authorized in travel order:

- a. Per Diem for employee.
- b. Transportation for employee.
- c. Transportation for dependents.
- d. Transportation of Household Goods.
- e. Storage of Household Goods (temporary and/or nontemporary)
- f. Transportation of Mobile Home in lieu of transportation of household goods.

PART THREE

ENTITLEMENTS

Real Estates Expenses and Unexpired Lease Expense

These entitlements should be discussed with the Real Estate Division. Real Estate expenses or an unexpired lease expense claim must be submitted within two years after the date on which the employee reports for duty at the new permanent duty station. Under certain conditions, an extension of an additional year may be approved by the Commanding Officer. If an additional year is necessary, the employee’s written request should be submitted through the Logistics Management Office for Commander’s approval as soon as the employee becomes aware of the need, but before expiration

of the two year limitation. Approval of the additional period of time will be based on a determination that extenuating circumstances have previously prevented the employee from completing the sale and purchase or lease termination transactions in the time frame and that the residence transactions are reasonably related to the permanent change of station.

Real Estate Expenses

Reimbursable items in connection with the sale and/or purchase of a residence to the extent they do not exceed amounts customarily paid in the locality of the residence are as follows:

- a. Loan Origination Fees.
- b. Broker's Fees/Real Estate Commission (sale).
- c. Notary Fees (sale).
- d. Advertising Expenses (sale).
- e. Legal Fees for Title Opinion.
- f. Appraisal Fees.
- g. Preparation of Abstract.
- h. Title Search.
- i. Title Insurance Policy (sale, limited exception)
- j. Preparation of Conveyance and Contracts (sale).
- k. Recording Fees (sale).
- l. Surveys and Preparation of Drawings and Plats (sale).
- m. FHA/VA Loan Application Fee.
- n. Preparation of Credit Reports.
- o. Mortgage and Transfer Taxes (sale taxes).
- p. State Revenue Stamps and Similar Fees and Charges.
- q. Mortgage Title Insurance Required by Lender (purchase).
- r. Mortgage Prepayment Charge if Required (sale).

- s. Other incidental Expenses for Required Services if customarily charged.
- t. Comparable Expenses of the above for Construction of a Residence.

The maximum reimbursement for the sale or purchase of a residence is as follows:

- a. Sale: Ten (10) percent of the actual sale price or \$24,482.00, whichever is less.
- b. Purchase: Five (5) percent of the actual purchase price or \$12,240.00, whichever is less.

In order to be reimbursed for real estate expenses, the employee must prepare and application for reimbursement (DD 1705, Appendix B) along with a travel voucher (DD 1351-2). Amounts claimed for reimbursement must be entered in the appropriate space on the application form and the total amount claimed in block 16c (Reimbursable Expense) of travel voucher. Each expenses claimed must be supported by documentation showing that the expense was , in fact, incurred and paid by the employee.

The required supporting documentation that must be included with a claim application is as follows:

- a. Sale of Former Residence:
 - 1. Sales Agreement.
 - 2. Property Settlement Document.
 - 3. Mortgage Document (if prepayment fee is claimed, the document must include terms of payment).
 - 4. Paid Invoices or Receipts for Bills Paid.
 - 5. Property Settlement Document and Approved Claim Application if there has been a Prior Claim Settlement in connection with the Purchase of a Resident.
- b. Purchase of New Residence
 - 1. Purchase Agreement.
 - 2. Property Settlement Document.
 - 3. Loan Closing Statement.

4. Paid Invoice or Receipts for Bills Paid.

5. Property Settlement Document and Approved Claim Application if there has been a Prior Claim Settlement in connection with the Sale.

6. Disclosure Statement on Finance Charges when provided by a Lending Institution in compliance with P.L. 90-321 "The Truth in Lending Act".

To obtain reimbursement, the employee will submit an original and one copy of the application, including supporting documentation, one (1) copy of the travel order, and the travel voucher directly to the Fort Worth District, Logistics Management Office for review. Ms. Pruitt will forward claim to Real Estate Division for approval of payment.

See block 11 of the travel order for authorization of this entitlement.

Unexpired Lease Expense

Allowable unexpired lease expenses will be limited to those payments made by the employee which represent unavoidable expenses directly attributable to termination of a lease prior to the expiration date. Itemization is required of the expense amounts, the total of which will be entered in block 5 of the travel voucher. The claim must be supported by the following documentation:

- a. A copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date.
- b. An explanation of bona fide attempts made if the lease includes a saving provision for subleasing or making other arrangements to avoid penalty costs.
- c. An itemization and explanation of penalty costs claimed and paid receipts for each item.

The travel voucher, including supporting documentation, will be routed for settlement in the same manner as that prescribed for real estates expenses.

See block 11 of the travel order for authorization of this settlement.

Relocation Services

The relocation services entitlement is a contract entered into between the Government and a private firm to provide relocation services to certain designated employees. (If your orders do not specifically authorize relocation services, this part does not apply to you). Such services include, but are not limited to arranging for the purchase of an employee's residence, home finding assistance, and spouse employment assistance.

Relocation Services may be made available to employees only when both of the following conditions are met:

- a. The employee's transfer from one official station to another is determined to be in the interest of the Government and is not primarily for the convenience or benefit of the employee or at his request.
- b. The effective date of the employee's transfer is on or after the date the employee reports for duty at the new duty station.

This entitlement should be discussed with the Human Resource Office. Authorization is recorded in block 17 of the travel order. No travel voucher is required from the employee because the contractor submits an invoice/bill for payment.

Use of Privately – Owned Vehicle (POV)

When travel via POV is authorized, mileage will be reimbursed as follows:

Occupants of Automobile	Mileage Rate
a. Employee only, or one member of immediately family	\$0.15
b. Employee and one member, or two members	\$0.17
c. Employee and two member, or three members	\$0.19
d. Employee and three or more members, or four or more members	\$0.20

In addition to the mileage allowance, ferry fares, bridge, road, and tunnel tolls are allowable. **Parking fees are not allowable.** The above items should be claimed in block 5 of the travel voucher.

Shipment of Privately Owned Vehicle between ports within the continental United States for the convenience of the employee is not authorized.

Normally, mileage for a second privately owned vehicle is not authorized. However, under the following conditions a second vehicle may be authorized as advantageous to the Government:

- a. If there are more members of the immediate family than reasonably can be transported, together with luggage, in one vehicle.
- b. If because age or physical condition, special accommodations are necessary in transporting a member of the family in one vehicle and a second automobile is required.
- c. If an employee must report to a new duty station in advance of members of the family who delay travel for acceptable reasons such as completion of school term, sale of property, settlement of personal business affairs, disposal or shipment of household goods and personal effects, and/or adequate housing not immediately available at the new duty station.
- d. If a member of the family performs unaccompanied travel between authorized points other than those for the employee's travel.
- e. If, in advance of the employee's reporting date, the family members must travel to the new duty station for acceptable reasons such as to enroll children in school at the beginning of the term.

The applicable condition in items a through e for authorizing the use of more than one automobile will be shown in block 17 of the travel order. See block 7 of the travel order for authorization of the POV entitlement.

Per Diem (Enroute Travel)

Per diem will be paid for the lesser of either the actual travel or constructive time at an average distance of 350 miles per day for the official distance between the old and new duty stations. In applying the 350 miles rule for PCS travel by private automobile, constructive time is compared on a constructive day basis from the first day the employee starts his/her travel, regardless of Saturdays, Sundays, Holidays, road conditions, etc. An exception to the daily minimum driving distance of 350 miles may be made when travel is delayed for reasons clearly beyond the control of the employee. The reason for the delay must be stated in block 26 of the travel voucher or if additional space is required, put an attachment to the voucher.

When leave is taken while an employee is in a travel status, the exact hour and day of departure and return to duty status must be shown in block 26 of the travel voucher.

For those employees whose effective date of transfer (date the employee reports for duty at the new official station) is on or after 1 January 2000 the per diem rates are as follows:

- a. Employee, or spouse unaccompanied by employee.....\$85.00
- b. Accompanying spouse (3/4 of employee's daily rate).....\$63.75
- c. Each other family member 12 years or older (3/4 of employee/unaccompanied spouse rate).....\$63.75
- d. Each other family member under 12 years (1/2 of employee/unaccompanied spouse rate).....\$42.50

Receipts are required for hotel/motel lodging. If your family stays in the same room, obtain a statement of the single rate for the room occupied. The single rate may be indicated on your receipt.

Per diem is not payable for 12 hours or less for en route travel.

See blocks 6 and 8 of the travel order for authorization of this entitlement.

**Round Trip Travel to Seek Permanent Residence
(House Hunting Trip)**

Travel and transportation expenses of the employee and spouse traveling together or separately for one round trip between the localities of the old and new duty stations for the purpose of seeking a permanent residence may be authorized when circumstances warrant. Separate round trips may be allowed provided the overall cost to the Government does not exceed the cost of one round trip for the employee and spouse traveling together. A round trip performed by the employee for this purpose must be accomplished before reporting for duty at the new permanent duty station. A round trip by the spouse may be accomplished at any time before relocation of the family to the new permanent duty station, but not after expiration of the maximum time for beginning allowable travel and transportation. Which is 2 years from the date the employee reports for duty at the new permanent duty station. When the employee and spouse are both employees, entitlements will not be allowed for each as an employee.

The round trip will be allowed for a reasonable period of time considering distance between the old and new duty stations, mode of transportation to be used, and the housing situation at the new permanent station location. In no instance shall the period of the round trip at Government expense exceed 10 calendar days, including travel time. The number of days used will be deducted from the employee's TQSE entitlement. Reasonable expenses for local transportation will be allowed.

Per diem for round trip travel is based on the Standard Conus Rate of \$85.00. The spouse is entitled to $\frac{3}{4}$ of that amount. Hotel/Motel receipts are required with the single occupancy rate indicated on them.

A travel voucher must be submitted within 15 days after completion of the house hunting trip. No reimbursement will be made if an employee and/or spouse perform a house hunting trip and the employee later declines the transfer. See block 9 of the travel order for authorization of this entitlement.

Temporary Quarters Subsistence Expense (TQSE)

This entitlement is to cover actual expenses incurred by the employee and dependents for temporary lodging, meals and/or groceries, tips and fees incident to meals and lodging, laundry, cleaning, and pressing clothing while awaiting permanent residence. As a general rule the location of the temporary quarters must be within reasonable proximity of the old and/or new official station.

The use of temporary quarters by the employee and dependents must begin within 30 days from the date the employee reports for duty at the new duty station, and after permanent quarters at the old duty station have been vacated; or if not begun for claim purposes during this period, then not later than 30 days from the date the dependents vacate the residence at the old permanent duty station. Occupancy of temporary quarters may not begin beyond the maximum time allowable for exercising travel and transportation entitlements, which is 2 years from the date the employee reports for duty at the new permanent duty station. The period of time allowed for TQSE will begin for the employee and all dependents when either the employee or any dependents begins the use of quarters for which a claim for reimbursement is made. The time period will run concurrently for the employee and all dependents. The employee may occupy temporary quarters at one location while dependents occupy quarters at another location. The period of eligibility will terminate when the employee or any dependents occupies permanent residence or when the authorized period of time expires, whichever occurs first. The use of TQSE may begin as soon as the employee's travel order is issued and the written transportation agreement signed.

TQSE will be authorized for a period not to exceed 60 consecutive days and should be used only as an expedient. A permanent residence should be obtained as soon as possible. TQSE may be allowed for an additional 60 consecutive days provided the Commander determines that there are compelling reasons for continual occupancy of temporary quarters. The total period of time in temporary quarters will not exceed 120 days under any circumstances, including the period of time used to perform a house hunting trip.

A request for an extension of temporary quarters beyond the period of time specified on the travel order must be submitted in writing through the employee's travel approving official and the Logistics Management Office for approval by the Commander. Substantiating documentation must be included in the request explaining the need for additional time in temporary quarters due to circumstances which occurred during the initial 60 days of TQSE which were beyond the employee's control and prevented occupancy of permanent quarters. Examples of compelling reasons that could be considered beyond the employee's control are as follows:

- a. Shipment and/or delivery of household goods is delayed due to extended transit time incident to ocean transportation, strikes, customs, clearance, hazardous weather, fires, or floods or other acts of God.
- b. New permanent residence cannot be occupied because of unanticipated problems (i.e., delays in settlement on new residence, short term delay in construction of a new residence, etc.).
- c. Inability to locate permanent residence which is adequate for family needs because of housing conditions at the new duty station.
- d. Sudden illness, injury, or death of employee or immediate family member.

For those employees whose effective date of transfer (date employee report for duty at the new official station) are on or after 1 January 2000 the TQSE daily rates for the continental United States are as follows:

First 30 Day Period

- a. Employee, or spouse unaccompanied by employee.\$85.00
- b. Accompanying spouse (2/3 of Employee's daily rate).....\$63.75
- c. Each other family member 12 years or older (2/3 of employee/unaccompanied spouse rate).....\$63.75
- d. Each family member under 12 years (1/2 of employee/unaccompanied spouse rate).....\$42.50

Second 30 Day Period and Additional 60 Days

- a. Employee, or spouse unaccompanied by employee.....\$63.75
- b. Accompanying spouse (2/3 of employee's daily rate).....\$42.50
- c. Each other family member 12 years or older (2/3 of employee/unaccompanied spouse rate).....\$42.50
- d. Each family member under 12 years (1/2 of employee/unaccompanied spouse rate).....\$34.00

For employees transferring overseas contact the USACE FINANCE CENTER for daily TQSE rates.

Reimbursement for TQSE will be limited to the actual expenses incurred, not to exceed the maximum amount authorized, providing expenses are directly related to the occupancy of temporary quarters, are reasonable in amount and can be substantiated. Receipts are required for any single expense exceeding \$75.00, lodging costs and laundry and dry cleaning expenses, except coin operated facilities. A daily itemization of

expenses claimed, Appendix A is required showing lodging costs, meal costs, tips, etc. The Finance and Accounting Officer has the right, however, to require receipts or additional supporting documentation for meals/groceries and other expenses claimed that are unreasonably high for the location of the temporary quarters.

If temporary quarters are a furnished apartment where meal preparation facilities are available and are used, the proportionate cost for groceries consumed, applicable for each meal, on a daily basis, is allowable. If part of the daily meals taken are prepared in the quarters and others are taken in commercial facilities, this will be clearly shown in the claim by showing the number of home meals and the number of commercial meals taken each day.

The total amount claimed for TQSE must be recorded in block 5 of the travel voucher. If travel status and occupancy of temporary quarters occur in the same day, the employee must indicate the date and time of arrival and/or departure in block 26 (Remarks) of the travel voucher. The date that occupancy of permanent quarters begins, or the date that household goods are moved into quarters must also be shown in block 26. Expenses for local transportation are not authorized while in temporary quarters.

See block 10 of the travel order for authorization of this entitlement.

Miscellaneous Expense Allowance

This entitlement is for the purpose of defraying various costs associated with discontinuing a residence at one location and establishing a new residence at another location. The allowance is related to expenses that are common to living quarters' furnishings and household appliances and other general types of costs inherent in relocation of a place of residence. A miscellaneous expense allowance will be payable to an employee for whom a permanent change of station is authorized or approved when the employee has discontinued an old and established a new residence in conjunction with the PCS, regardless of the locations.

Allowances may be paid without being supported by receipts or itemized statements, as follows:

- a. \$700.00 or the equivalent of 1 week's basic compensation, whichever is the lesser amount, for an employee without dependents.
- b. \$1,000.00 or the equivalent of 2 week's basic compensation, whichever is the lesser amount, for an employee with dependents.

An allowance in excess of that specified above may be authorized or approved if supported by paid receipts, provided the total amount does not exceed the employee's basic salary for 1 week, if the employee is without dependents, or 2 weeks, if the employee has dependents. In no instance will the allowable amount exceed the maximum rate of Grade GS-13 in the U.S. Code 5332.

The type of costs intended to be reimbursed in the Miscellaneous Expense Allowance include, but are not limited to the following:

- a. Disconnecting and connecting appliances, equipment and utilities involved in relocation, and cost of converting appliances for operation on available utilities (this does not include the cost of purchasing appliances or equipment in lieu of conversion).
- b. Cutting and fitting rugs, draperies, and curtains moved from one residence quarters to another.
- c. Utility fees or deposits that are not offset by eventual refunds.
- d. Forfeiture losses on medical, dental, and food locker contracts that are not transferable; and contracts for private institutional care, such as that provided for handicapped or invalid dependents only, which are not transferable or refundable.
- e. Automobile registration, driver's license and for taxes imposed when bringing automobiles into some jurisdictions, cost of reinstalling a catalytic converter upon re-entry of vehicles into the United States for employees participating in the DOD privately Owned Vehicle Import Control Program, cost of securing a bond allowing a privately owned vehicle to be admitted into the United States for non-participants in the DOD Privately Owned Vehicle Import Control Program.
- f. Rental agent fees customarily charged for securing housing in foreign countries.
- g. Unblocking, blocking, and related expenses in connection with relocating a mobile home, whether relocated from the former station or purchase for use as residence at the new station, but not the transportation expenses.

The following certification is required for reimbursement of the miscellaneous expense allowance:

I certify that I have discontinued my residence at my old duty station and have established a residence at my new duty station

(signature of employee)

This statement may be provided on a separate sheet of paper supporting the travel voucher or included in the remarks block (26) of the voucher. The total amount claimed for the Miscellaneous Expense Allowance must be recorded in block 5 of the travel voucher. See block 11 of the travel order for this entitlement and authorization of this entitlement.

Shipment of Household Goods and Temporary Storage

Unless the employee is advised that his/her household goods will be shipped on a Government Bill of Lading (GBL), (this will be determined by the Transportation Officer), the employee is personally responsible for making all arrangements. Arrangements include direct payment to the carrier for charges of packing, crating, shipment and storage of the household goods. No reimbursement will be made until evidence is furnished that full settlement has been made with the carrier. All documents, such as GBL, scale tickets, etc., supporting the travel claim must be prepared in the employee's name and not a member of the family. All travel and transportation must begin no later than two years after the effective date of the reassignment to the new duty station.

The employee may choose any mode of transportation or carrier. The commuted rate, will be paid for all transportation of household goods if the cost comparison show the charges are within \$100 of the GBL rate. The rate covers such incidental expenses as packing, crating, insurance, etc. To save on costs, the employee should discuss with the carrier concerning what packing and crating can be done by the employee that will be acceptable for shipment.

The maximum weight of household goods that may be transported or stored at Government expense is limited to **18,000 pounds net weight** for all employees. The weight of any unaccompanied baggage shipped by any mode at Government expense will be considered a part of the household goods.

Household goods are considered to be all personal property associated with the home and all personal effects belonging to an employee and dependents. Household goods are shipped by an authorized commercial carrier in accordance with the rules and regulations established or approved by an appropriate Federal or State Regulatory Authority. This includes snowmobiles and vehicles with two or three wheels, e.g., motorcycles, mopeds, and golf carts. However, it does not include the following:

- a. Automobiles, trucks, vans, and similar motor vehicles, boats, airplanes, mobile homes, camper, trailers, and farming vehicles.
- b. Live animals, birds, fowl, and reptiles.
- c. Cordwood and building materials.
- d. Property for resale, disposal, or commercial use rather than for use by the employee or the immediate family.
- e. Privately owned live ammunition.

The employee should make an inventory of all personal property and household goods prior to packing. The carrier will complete an inventory that properly describes the condition of the household goods and will give a copy to the employees. At delivery, the employee should carefully check for loss or damage and note any such losses and/or damages on the delivery inventory prior to signing. The employee should then notify the Corps of Engineers' Claims Officer (Office of Counsel) of the loss or damage. The Claims Officer will instruct the employee on the proper forms to use when submitting the claim for reimbursement.

The time allowable for temporary storage in connection with an authorized shipment of household goods will not exceed a period of 90 days. However, upon an employee's written request, the initial 90 day period may be extended an additional 90 days if approved by the Commander. Justification for the additional storage period may include but is not limited to the following reasons:

- a. An intervening temporary duty or long term training assignment.
- b. Non-availability of suitable housing.
- c. Completion of residence under construction.
- d. Serious illness of employee or illness or death of a dependent
- e. Strikes, acts of God, or other circumstances beyond the control of the employee.

Routing of the request is the same as the request for additional TQSE.

Storage may be at point of origin, destination, enroute, or any combination thereof.

As opposed to temporary storage discussed above, nontemporary storage of household goods may be allowed (not to exceed three years) when an employee transfers overseas or is assigned to an official station at an isolated location in the continental United States.

The following documentation must be furnished when submitting a claim for shipment of household goods and temporary storage.

- a. The original receipt or certified copy of the GBL or other documentation furnished by the carrier when common carrier is used. Document must show weight of household goods.
- b. The original receipt or certified copy of the bill or contract from the lessor when a truck or trailer is rented. Points of origin and destination should be shown on the receipt.

c. The original receipt or certified copy of warehouse bill for temporary storage.

d. When an employee moves himself/herself, scale/weight ticket must be provided. The ticket must identify the car, truck, or trailer showing location of the scale, owner of the scale, gross (loaded), tare (unloaded), and net weight. Scale/weight tickets should be obtained at the point of origin, if possible. Failure to furnish the completed weight tickets could result in nonpayment of the household goods claim.

The total amounts claimed for the shipment of household goods and temporary storage must be recorded in block 5 of the travel voucher. See block 14 of the travel order for this entitlement.

Movement of Mobile Home

An employee who is entitled to movement of household goods may, in lieu of such transportation, be authorized transportation of a mobile home for use as a residence.

When a mobile home is transported by a commercial transporter:

a. Reimbursement is allowed for:

1. The carrier's charges for actual transportation of the mobile home in an amount not exceeding the Interstate Commerce Commission, or similar state regulatory body; tariffs applicable for a mobile home of the size and type, and for the distance transported.

2. Ferry fares; bridge, road, and tunnel tolls, taxes, charges or fees fixed by a state or municipal authority for permits to transport mobile homes in or through its jurisdiction; and carrier's service charges for obtaining such permits.

3. Charges for pilot (flag) car when such services are required by state law.

b. Reimbursement is not allowed for:

1. Carrier's charges for preparing mobile homes for movement (an employee should find out from a carrier what preparation responsibility is that of the carrier and what is that of the shipper).

2. Carrier's charges for maintenance and repairs to the mobile home enroute, including structural repairs, brake repairs, replacement of tires, and charges incident thereto (an employee should ensure that body, frame, that any extra property placed in the mobile home does not constitute an overload condition that could result in damage and repair charges).

3. Insurance for valuation of mobile home above carrier's maximum responsibility (additional transit insurance covering items that are not a part of the mobile home manufacturer's installed equipment or specifications will be borne by the employee).

4. Storage and charges designated in tariffs as "special service".

The total amount allowable for the movement of a mobile home will not exceed the maximum amount which would be allowed for transportation and 90 days temporary of an employee's household goods and personal effects, if, instead of moving a mobile home, the maximum quantity of household goods were moved. If movement is by other than a commercial transporter, such as being towed by a privately owned vehicle, an allowance of \$0.11 per mile will be paid to cover the official distance and ferry fares; bridge, road and tunnel tolls; permit fees; and other expenses.

Expenses such as blocking and unblocking; skirting and unskirting; separating, sealing, and reassembling the mobile home; disconnecting and reconnecting utilities; rental of axles; and other related expenses in connection with Miscellaneous Expense Allowance. Provided the total amount does not exceed the applicable allowable amount specified in the miscellaneous expense section on page 13. Expenses such as furniture storage, separate transportation of awnings and air conditioning units, and any new furnishings or equipment used in remodeling or modifying living quarters are unallowable.

Because of the limitations on allowable charges when a mobile home is moved by a commercial transporter, the employee should ensure when he pays the carrier that the bill includes specific itemization of charges. The original receipt or certified copy of the bill must accompany the travel voucher when submitting a claim for relocating a mobile home. The total amount claimed will be recorded in block 5 of the travel voucher. The following certification is required in block 26 of the voucher or on a separate sheet of paper supporting the claim:

I certify that the mobile home described in t his claim was acquired by me on (show date of acquisition) and that it was transported for use as a residence at my new permanent duty station.

(signature of employee)

See block 17 of the travel order for authorization of this entitlement.

PART FOUR

PCS ADVANCE OF FUNDS

Allowable Amounts

An advance of funds for travel and transportation expenses will not exceed the total estimated amount to be reimbursed the employee for the following items:

a. **Travel Between Old and New Duty Station:** Per diem allowance for employee and/or dependents based on allowable travel time. Mileage allowance, private automobile, based on official distance between old and new duty station.

b. **Round Trip Travel to seek Permanent Residence (House Hunting Trip):** Per diem allowance for employee and/or spouse based on actual number of days authorized in the travel order. Mileage allowance, private automobile, based on round trip official distance between old and new duty station.

c. **Temporary Quarters Subsistence Expense:** TQSE allowance for employee and dependents for the initial 30 days of temporary quarters at the rates prescribed earlier. Additional funds may be advanced for subsequent 30-day periods as authorized in the travel order.

d. **Shipment of Household Goods and Temporary Storage:** Advance of funds for the cost of transportation of household goods is limited to the cost of shipping the estimated weight of the employee's goods within the maximum weight for which an employee is eligible. The advance amount for the cost of temporary storage is limited to the applicable commuted rate for the weight of goods and period of storage, not in excess of 90 days and not in excess of the maximum weight for which an employee is eligible.

A request for an advance to cover this expense will be accompanied by a written statement designating the points of origin and destination, the estimated weight of household goods to be shipped, and any anticipated temporary storage not to exceed 90 days. The estimate of weight required in support of the advance may consist of a statement of the estimated weight signed by the carrier selected to handle the shipment or the number rooms of furniture the employee is moving, plus the weight of personal property equipment, e.g., lawn mower, tools, etc.

e. **Transportation of Mobile Home:** An advance for the cost of transportation of a mobile home moved by a commercial transporter is limited to an amount computed at the applicable rates for transportation for the official distance and 90 days temporary storage prescribed in the commuted rate schedules for the maximum weight of household goods for which an employee is eligible. If a mobile home is moved by means other than a commercial transporter, the advance is limited to an amount

commuted at \$0.11 per mile for the official highway distance or the applicable commuted rates in the schedule, whichever is less.

An advance of funds is not authorized for Real Estate Expenses and/or expenses applicable to the Miscellaneous Expenses Allowance.

Obtaining Payment of the PCS Advance

After the travel order has been issued, the employee will prepare and submit a copy of the Travel Voucher (DD 1351), accompanied by a copy of the travel orders (DD 1614) and the employee's statement of estimated weight for household goods to the Logistics Management Office.

When preparing the DD Form 1351, complete Part I (block 2) and Part II (Blocks 1 through 5). Include in Part V (Remarks) the address of where the check should be sent.

PART FIVE

SETTLEMENT OF TRAVEL VOUCHERS AND REPAYMENT OF ADVANCE

Submitting the Travel Claim

An employee who has received an advance of funds is required to submit a travel claim (DD Form 1351-2) to the USACE, Finance Center (address is in block 17 of the travel orders) as promptly as possible, not in excess of 15 calendar days after completion of travel to his/her new permanent duty station. The initial travel voucher will normally cover per diem and travel expenses for the employee and dependents enroute to the new duty station.

Subsequent vouchers must be submitted for 30 day increments of TQSE (not to exceed 60 days or 120 days if authorized by the Commander), shipment of household goods/temporary storage, real estate expenses, and, if applicable, transportation of a mobile home. A claim for miscellaneous expense allowance will be included on the final voucher after moving into the employee's new permanent residence.

The travel voucher will be completed in its entirety. Any unusual situations or circumstances must be thoroughly explained in the Remarks Block (26) of the travel voucher. This is to avoid any unnecessary investigation and/or preclude the voucher from being returned to the employee and delaying settlement.

An incomplete PCS travel voucher will not be processed by the Finance Center. Vouchers that are incomplete in a material respect, that could affect entitlement, will be returned to the employee for completion prior to payment being made. The voucher examiner cannot change, alter, or add anything to the travel voucher.

Settlement of the Travel Advance

The PCS travel advance will be liquidated as the travel vouchers are processed. If the total amount of the reimbursement vouchers do not liquidate the advance, a bill will be issued to the employee. The employee has 15 days to pay the bill. If the bill is not paid within the 15 days, an offset of salary and an assessment of interest and handling fee will be made.

It is reminded that the PCS Travel Advance is issued only for the purpose of defraying allowable travel and transportation expenses applicable to the change of station. Any remaining amount should be available for disposal of a bill resulting from an excess advance.

PART SIX

RELOCATION INCOME TAX ALLOWANCE

A relocation income tax allowance (RIT) is authorized to reimburse the transferred employee for substantially all of the additional Federal, State, and Local Taxes incurred by the employee, or by the employee and spouse if a joint tax return is filed, as a result of the reimbursement of certain travel and transportation expenses paid the employee. The employee is required to agree in writing to submit a claim for RIT allowance regardless of whether any additional reimbursement for the RIT allowance is owed the employee. Failure of the employee to submit a claim for the RIT will obligate the employee to repay the Government the amount of Federal Tax Liability previously paid the employee. The agreement must be signed prior to the settlement of the initial travel voucher pertaining to the permanent change of station.

When filing a claim for the RIT allowance, the employee must submit a copy of all W-2's, one copy of the travel order, a completed RITA packet sent to the employee by the Finance Center (signed by the spouse if filing a joint tax return), and a completed travel voucher claiming the RIT in block 5.

The claim for payment of the RIT must be submitted in the tax year following the tax year that the travel and transportation expenses were paid to the employee. For example, if the employee transferred to a new duty station in 1990 and was paid for all moving expenses during that year; the employee would submit a claim for the RIT Allowance in the tax year 1991 after receiving all W-2's for the tax year 1990.

PART SEVEN

OTHER ITEMS

Failure to Perform

When a PCS travel order has been issued to an employee and the employee fails to report for duty, resigns, or is removed for cause before the expiration of the required period (Transportation Agreement). The employee will be required to reimburse the Government for all travel and transportation expenses paid.

Travel Review and Approval

Prior to submitting a claim, the employee must have his/her supervisor date and sign in upper right corner of the 1351-2. The supervisor is certifying that he/she has reviewed the voucher for compliance with the approved travel order and that all expenses appear reasonable in amount and customary with the move.

Questionable or Suspect Vouchers

A questionable or suspect travel voucher will not be processed for payment. Such vouchers include those that contain questionable lodging receipts, signs of alteration or reflect occupancy figures inconsistent with the claim; and unreasonable expenses such as excessive meal amounts and excessive weight for household goods. These vouchers will be reviewed to determine if an investigation is warranted. If an investigation is warranted, the case will be referred to the CID. A suspect voucher will not be returned to the employee under any circumstances, until after the item in question has been resolved.

Falsification of an item in an expense account works for the forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000, or imprisonment for not more than five years, or both (18 U.S.C. 287; i.d., 285). When it is determined that an employee has falsified one or more items on a reimbursement voucher, he/she will be required to reimburse the Government for the amount of the erroneous payment resulting from the false item or items (41 Comp. Gen. 206 and 285).

Overseas Transfers

Generally, when transferring overseas the entitlements are somewhat different than transferring within the Continental United States. The employee should contact the POC overseas and discuss things as: 1. Temporary quarters while obtaining/awaiting permanent quarters; situation of permanent quarters, what's available, etc. 2. Shipment of automobile authorization, if the employee does not ship an automobile to the new duty station at Government expense he/she is not entitled to ship one when returning. 3. What make the automobile has to be, domestic as versus foreign; and advance of salary depending on the location where the employee is transferring.

