

General Services Administration
Washington, DC 20405

November 29, 2010

FEDERAL TRAVEL REGULATION
Amendment 2010-07

TO: Heads of Federal agencies

Subject: Amendment 2010-07, Federal Travel Regulation (FTR)
Case 2010-307, Removal of Privately Owned Vehicle Rates; Privately
Owned Automobile Mileage Reimbursement When Government Owned
Automobiles are Authorized; Miscellaneous Amendments

1. Purpose. This amendment updates the Federal Travel Regulation (FTR) by removing the Privately Owned Vehicle (POV) rates from Section 301-10.303, which will be published on a periodic basis as FTR Bulletins, and will be posted on the Internet at www.gsa.gov/ftr. This amendment also revises the reimbursement amount for travelers who are authorized to use a Government Owned Automobile (GOA) for temporary duty travel (TDY) and choose to use their privately owned automobile (POA) instead; updates the definition of "official station"; clarifies various provisions of Chapters 301, 302, and 303 regarding TDY and relocation travel; and makes certain grammatical corrections, where applicable.

2. Effective date: November 29, 2010.

Applicability date: This final rule is applicable for official travel performed on and after December 29, 2010.

3. Background. Pursuant to 5 U.S.C. § 5704(c), the Administrator of General Services has the responsibility to establish a mileage reimbursement rate based on the cost of travel by a Government vehicle when an employee on official business for the Government chooses to use a privately owned vehicle when a Government vehicle is authorized. This amendment, therefore, revises the reimbursement amount when travelers who are authorized to use a GOA choose to use their POA instead. This amendment also serves as notification to the public that all POV rates will be removed from the FTR and periodically published in FTR Bulletins; updates the definition of "official station"; clarifies what baggage expenses an agency may pay; clarifies that the employee is responsible for all additional expenses "that exceed the cost of the authorized method of transportation" when the employee chooses to travel via a different method of transportation than that which is authorized; requires agencies to establish policies regarding Seating Upgrade Programs in coach-class; and corrects grammatical errors.

This FTR rule was published in the *Federal Register* at 75 FR 72965, November 29, 2010.

4. Filing instructions. Remove and insert the following pages to the FTR:

Remove pages

Insert pages

300-3-3 and 300-3-4

300-3-3 and 300-3-4

Chapter 301 TOC,
301-i thru 301-iv

Chapter 301 TOC,
301-i thru 301-iv

301-10-1 and 301-10-2
301-10-5 and 301-10-6
301-10-11 thru 301-10-14

301-10-1 and 301-10-2
301-10-5 and 301-10-6
301-10-11 thru 301-10-14

301-12-1 and 301-12-2

301-12-1 and 301-12-2

301-30-1 and 301-30-2

301-30-1 and 301-30-2

301-70-1 thru 301-70-4

301-70-1 thru 301-70-4

301-C-1 and 301-C-2
301-E-3 and 301-E-4

301-C-1 and 301-C-2
301-E-3 and 301-E-4

Chapter 302 TOC,
302-i thru 302-iv

Chapter 302 TOC,
302-i thru 302-iv

302-1-1 and 302-1-2
302-2-1 and 302-2-2
302-3-9 and 302-3-10
302-7-1 and 302-7-2
302-11-1 and 302-11-2

302-1-1 and 302-1-2
302-2-1 and 302-2-2
302-3-9 and 302-3-10
302-7-1 and 302-7-2
302-11-1 and 302-11-2

303-70-1 and 303-70-2

303-70-1 and 303-70-2



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Acting Director, Travel Policy.

AMENDMENT 2007-05 OCTOBER 31, 2007

cial station) that legally may be accepted and transported by a commercial HHG carrier.

(1) HHG also includes:

(i) Professional Books, papers and equipment (PBP&E);

(ii) Spare parts of a POV (see definition of POV) and a pickup truck tailgate when removed);

(iii) Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage, (e.g., seats, tops, wench, spare tire, portable auxiliary gasoline can(s) and miscellaneous associated hardware);

(iv) Consumable goods for employees assigned to locations where the Department of State has determined that such goods are necessary;

(v) Vehicles other than POVs (such as motorcycles, mopeds, jet skies, snowmobiles, golf carts, boats (e.g., boat, sailboat, canoe, skiff, rowboat, dinghies, sculls and kayak, mounted or unmounted on trailers)) of reasonable size.

(vi) Ultralight Vehicles (defined in 14 CFR part 103 as being single occupant, for recreation or sport purposes, weighing less than 155 pounds if unpowered or less than 254 pounds if powered, having a fuel capacity NTE 5 gallons, air-speed NTE 55 knots, and power-off stall speed NTE 24 knots.

(2) HHG does not include:

(i) Personal baggage when carried free on tickets;

(ii) Automobiles, trucks, vans and similar motor vehicles, mobile homes, camper trailers, and farming vehicles;

(iii) Live animals including birds, fish, reptiles;

(iv) Cordwood and building materials;

(v) HHG for resale, disposal or commercial use rather than for use by employee and immediate family members;

(vi) Privately owned live ammunition; and

(vii) Propane gas tanks.

(3) Federal, State and local laws or carrier regulations may prohibit commercial shipment of certain articles not included in paragraph (2) of this definition. These articles frequently include:

(i) Property liable to impregnate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive material, poisons);

(ii) Articles that cannot be taken from the premises without damage to the article or premises;

(iii) Perishable articles (including frozen foods) articles requiring refrigeration, or perishable plants unless;

(a) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,

(b) No storage is required, and

(c) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

Household Goods-Weight Additive—A weight, per linear foot of a specific item, added to the net weight of the house-

hold goods shipment to compensate for the excessive van space used by the item. The item must be stated in the Household Goods tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

Immediate family—Any of the following named members of the employee's household at the time he/she reports for duty at the new permanent duty station or performs other authorized travel involving family members:

(a) Spouse;

(b) Children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term "children" shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; and an unborn child(ren) born and moved after the employee's effective date of transfer.);

(c) Dependent parents (including step and legally adoptive parents) of the employee or employee's spouse; and

(d) Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

Interviewee—An individual who is being considered for employment by an agency. The individual may currently be a Government employee.

Invitational travel—Authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY.

Lodgings-plus per diem system—The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

Mandatory mobility agreement—Agreement requiring employee relocation to enhance career development and progression and/or achieve mission effectiveness.

Mobile Home—Any type of house trailer or mobile dwelling constructed for use as a residence and designed to be moved overland, either by self-propulsion or towing. Also, a

AMENDMENT 2010-07 NOVEMBER 29, 2010

§300-3.1

FEDERAL TRAVEL REGULATION

boat (houseboat, yacht, sailboat, etc.) when used as the employee's primary residence.

Non-Federal traveler—For the purposes of 41 CFR 301-10.260 through 301-10.266 and 41 CFR 301-70.800 through 301-70.910, an individual who travels on a Government aircraft, but is not a Federal traveler. Dependents and other family members of Federal travelers who travel on Government aircraft are considered to be non-Federal travelers within this regulation.

Non-foreign area—The States of Alaska and Hawaii, the Commonwealths of Puerto Rico, Guam and the Northern Mariana Islands and the territories and possessions of the United States (excludes the Trust Territories of the Pacific Islands).

Official station—An area defined by the agency that includes the location where the employee regularly performs his or her duties or an invitational traveler's home or regular place of business (see §301-1.2). The area may be a mileage radius around a particular point, a geographic boundary, or any other definite domain, provided no part of the area is more than 50 miles from where the employee regularly performs his or her duties or from an invitational traveler's home or regular place of business. If the employee's work involves recurring travel or varies on a recurring basis, the location where the work activities of the employee's position of record are based is considered the regular place of work.

Official travel—Travel under an official travel authorization from an employee's official station or other authorized point of departure to a temporary duty location and return from a temporary duty location, between two temporary duty locations, or relocation at the direction of a Federal agency.

Passenger—In relation to use of Government aircraft, a passenger is any person who flies onboard a Government aircraft, but who is not a crewmember or qualified non-crewmember.

Per diem allowance—The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges and services, including any service charges where applicable. Lodging taxes in the United States are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense. The per diem allowance covers the following:

(a) *Lodging*. Includes expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, per-

sonal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate.

(b) *Meals*. Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

(c) *Incidental expenses*. (1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries;

(2) Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the TDY site; and

(3) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings.

Place of public accommodation—Any inn, hotel, or other establishment within a State that provides lodging to transient guests, excluding:

(a) An establishment owned by the Federal Government;

(b) An establishment treated as an apartment building by State or local law or regulation; or

(c) An establishment containing not more than 5 rooms for rent or hire that is also occupied as a residence by the proprietor of that establishment.

Post of duty—An official station outside CONUS.

Privately owned aircraft—An aircraft that is owned or leased by an employee for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased by an employee for use in carrying out official Government business.

Privately owned automobile—A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

Privately Owned Vehicle (POV)—Any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government agency, and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business.

Professional Books, Papers and Equipment (PBP&E)—Includes, but is not limited to, the following items in the employee's possession when needed by the employee in the performance of his/her official duties:

(1) Reference material;

(2) Instruments, tools, and equipment peculiar to technicians, mechanics and members of the professions;

FEDERAL TRAVEL REGULATION

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter A—Introduction

Part 301-1—Applicability

- §301-1.1—What is an “agency” for purposes of TDY allowances?
- §301-1.2—What is an “employee” for purposes of TDY allowances?
- §301-1.3—Who is eligible for TDY allowances?

Part 301-2—General Rules

- §301-2.1—Must I have authorization to travel?
- §301-2.2—What travel expenses may my agency pay?
- §301-2.3—What standard of care must I use in incurring travel expenses?
- §301-2.4—For what travel expenses am I responsible?
- §301-2.5—What travel arrangements require specific authorization or prior approval?

Subchapter B—Allowable Travel Expenses

Part 301-10—Transportation Expenses

Subpart A—General

- §301-10.1—Am I eligible for payment of transportation expenses?
- §301-10.2—What expenses are payable as transportation?
- §301-10.3—What methods of transportation may my agency authorize me to use?
- §301-10.4—How does my agency select the method of transportation to be used?
- §301-10.5—What are the presumptions as to the most advantageous method of transportation?
- §301-10.6—What is my liability if I do not travel by the authorized method of transportation?
- §301-10.7—How should I route my travel?
- §301-10.8—What is my liability if, for personal convenience, I travel by an indirect route or interrupt travel by a direct route?

Subpart B—Common Carrier Transportation

- §301-10.100—What types of common carrier transportation may I be authorized to use?
- §301-10.105—What are the basic requirements for using common carrier transportation?

—Use of Contract City-Pair Fares

- §301-10.106—When must I use a contract city-pair fare?
- §301-10.107—Are there any exceptions to the use of a contract city-pair fare?
- §301-10.108—What requirements must be met to use a non-contract fare?
- §301-10.109—What is my liability for unauthorized use of a non-contract carrier when contract service is available and I do not meet one of the exceptions for required use?
- §301-10.110—May I use contract passenger transportation service for personal travel?
- §301-10.111—When may I use a reduced group or charter fare?
- §301-10.112—What must I do when different airlines furnish the same service at different fares?
- §301-10.113—What must I do if I change or do not use a common carrier reservation?
- §301-10.114—What must I do with unused Government Transportation Request(s) (GTR(s), ticket(s) or refund application(s)?
- §301-10.115—Am I authorized to receive a refund or credit for unused transportation?
- §301-10.116—What must I do with compensation an airline gives me if it denies me a seat on a plane?

AMENDMENT 2010-02 JUNE 4, 2010

CONTENTS

FEDERAL TRAVEL REGULATION

§301-10.117—May I keep compensation an airline gives me for voluntarily vacating my seat on my scheduled airline flight when the airline asks for volunteers?

—Airline Accommodations

§301-10.121—What classes of airline accommodations are available?

§301-10.122—What class of airline accommodations must I use?

§301-10.123—When may I use other than coach-class airline accommodations?

§301-10.124—What are coach-class Seating Upgrade Programs?

§301-10.125—When may I use the 14-hour rule to travel other than coach-class (see §§301-10.123(b)(6))?

—Use of United States Flag Air Carriers

§301-10.131—What does United States mean?

§301-10.132—Who is required to use a U.S. flag air carrier?

§301-10.133—What is a U.S. flag air carrier?

§301-10.134—What is U.S. flag air carrier service?

§301-10.135—When must I travel using U.S. flag air carrier service?

§301-10.136—What exceptions to the Fly America Act requirements apply when I travel between the United States and another country?

§301-10.137—What exceptions to the Fly America Act requirements apply when I travel solely outside the United States, and a U.S. flag air carrier provides service between my origin and my destination?

§301-10.138—In what circumstances is foreign air carrier service deemed a matter of necessity?

§301-10.139—May I travel by a foreign air carrier if the cost of my ticket is less than traveling by a U.S. flag air carrier?

§301-10.140—May I use a foreign air carrier if the service is preferred by or more convenient for my agency or me?

§301-10.141—Must I provide any special certification or documents if I use a foreign air carrier?

§301-10.142—What must the certification include?

§301-10.143—What is my liability if I improperly use a foreign air carrier?

—Train

§301-10.160—What classes of train accommodations are available?

§301-10.161—What class of train accommodations must I use?

§301-10.162—When may I use other than coach-class train accommodations?

§301-10.163—What is an extra-fare train?

§301-10.164—When may I use extra-fare train service?

—Ship

§301-10.180—Must I travel by a U.S. flag ship?

§301-10.181—What is my liability if I improperly use a foreign ship?

§301-10.182—What classes of ship accommodations are available?

§301-10.183—What class of ship accommodations must I use?

—Transit Systems

§301-10.190—When may I use a transit system as a means of transportation in conjunction with official travel?

Subpart C—Government Vehicle

§301-10.200—What types of Government vehicles may my agency authorize me to use?

§301-10.201—For what purposes may I use a Government vehicle other than a Government aircraft?

§301-10.202—What is my liability for unauthorized use of a Government vehicle?

—Government Automobiles

§301-10.220—What requirements must I meet to operate a Government automobile for official travel?

—Travel on Government Aircraft

§301-10.260—May I use a Government aircraft for travel?

AMENDMENT 2010-07 NOVEMBER 29, 2010

- §301-10.261—When may I use a Government aircraft for travel?
- §301-10.262—How will my agency authorize travel on Government aircraft?
- §301-10.263—What travel authorization documents must I present to the aircraft management office that operates the Government aircraft?
- §301-10.264—What amount must the Government be reimbursed for travel on Government aircraft?
- §301-10.265—Will my travel on Government aircraft be reported?
- §301-10.266—Is information available to the public about travel on Government aircraft by senior Federal officials and non-Federal travelers?

Subpart D—Privately Owned Vehicle (POV)

- §301-10.300—When may I use a POV for official travel?
- §301-10.301—How do I compute my mileage reimbursement?
- §301-10.302—How do I determine distance measurements for my travel?
- §301-10.303—What am I reimbursed when use of POV is determined by my agency to be advantageous to the Government?
- §301-10.304—What expenses are allowable in addition to the POV mileage rate allowances?
- §301-10.305—How is reimbursement handled if another person(s) travels in a POV with me?
- §301-10.306—What will I be reimbursed if authorized to use a POV between my residence and office and then from my office to a common carrier terminal, or from my residence directly to a common carrier terminal?
- §301-10.307—What will I be reimbursed if I use a POV to transport other employees?
- §301-10.308—What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?
- §301-10.309—What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead?
- §301-10.310—What will I be reimbursed if I am authorized to use a Government owned automobile and I use a privately owned automobile instead?

Subpart E—Special Conveyances

- §301-10.400—What types of special conveyances may my agency authorize me to use?
- §301-10.401—What types of charges are reimbursable for use of a special conveyance?
- §301-10.402—What will I be reimbursed if I am authorized to use a special conveyance and I use a POV instead?
- §301-10.403—What is the difference between a Government aircraft and an aircraft hired as a special conveyance?

—Taxicabs, Shuttle Services, or Other Courtesy Transportation

- §301-10.420—When may I use a taxi, shuttle service or other courtesy transportation?
- §301-10.421—How much will my agency reimburse me for a tip to a taxi, shuttle service, or courtesy transportation driver?

—Rental Automobiles

- §301-10.450—When and from whom may I rent a vehicle for official travel when authorized?
- §301-10.451—May I be reimbursed for the cost of collision damage waiver (CDW) or theft insurance?
- §301-10.452—May I be reimbursed for personal accident insurance?
- §301-10.453—What is my liability for unauthorized use of a rental automobile obtained with Government funds?

Part 301-11—Per Diem Expenses

Subpart A—General Rules

- §301-11.1—When am I eligible for an allowance (per diem or actual expense)?
- §301-11.2—Will I be reimbursed for per diem expenses if my official travel is 12 hours or less?
- §301-11.3—Must my agency pay an allowance (either a per diem allowance or actual expense)?
- §301-11.4—May I be reimbursed actual expense and per diem on the same trip?
- §301-11.5—How will my per diem expenses be reimbursed?
- §301-11.6—Where do I find maximum per diem and actual expense rates?

- §301-11.6—Where do I find maximum per diem and actual expense rates?
- §301-11.7—What determines my maximum per diem reimbursement rate?
- §301-11.8—What is the maximum per diem rate I will receive if lodging is not available at my TDY location?
- §301-11.9—When does per diem or actual expense entitlement start/stop?
- §301-11.10—Am I required to record departure/arrival dates and times on my travel claim?
- §301-11.11—How do I select lodging and make lodging reservations?
- §301-11.12—How does the type of lodging I select affect my reimbursement?
- §301-11.13—How does sharing a room with another person affect my per diem reimbursement?
- §301-11.14—How is my daily lodging rate computed when I rent lodging on a long-term basis?
- §301-11.15—What expenses may be considered part of the daily lodging cost when I rent on a long-term basis?
- §301-11.16—What reimbursement will I receive if I prepay my lodging expenses and my TDY is curtailed, canceled or interrupted for official purposes or for other reasons beyond my control that are acceptable to my agency?
- §301-11.17—If my agency authorizes per diem reimbursement, will it reduce my M&IE allowance for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?
- §301-11.18—What M&IE rate will I receive if a meal(s) is furnished by the Government or is included in the registration fee?
- §301-11.19—How is my per diem calculated when I travel across the international dateline (IDL)?
- §301-11.20—May my agency authorize a rest period for me while I am traveling?
- §301-11.21—Will I be reimbursed for per diem or actual expenses on leave or non-workdays (weekend, legal Federal Government holiday, or other scheduled non-workdays) while I am on official travel?
- §301-11.22—Am I entitled to per diem or actual expense reimbursement if I am required to return to my official station on a non-workday?
- §301-11.23—Are there any other circumstances when my agency may reimburse me to return home or to my official station for non-workdays during a TDY assignment?
- §301-11.24—What reimbursement will I receive if I voluntarily return home or to my official station on non-workdays during my TDY assignment?
- §301-11.25—Must I provide receipts to substantiate my claimed travel expenses?
- §301-11.26—How do I get a per diem rate increased?
- §301-11.27—Are taxes included in the lodging portion of the Government per diem rate?
- §301-11.28—As a traveler on official business, am I required to pay applicable lodging taxes?
- §301-11.29—Are lodging facilities required to accept a generic federal, state or local tax exempt certificate?
- §301-11.30—What is my option if the Government lodging rate plus applicable taxes exceeds my lodging reimbursement?
- §301-11.31—Are laundry, cleaning and pressing of clothing expenses reimbursable?
- §301-11.32—May I be reimbursed for an advanced room deposit in situations where a lodging facility requires the payment of a deposit, prior to the beginning of my scheduled official travel?

Subpart B—Lodgings Plus Per Diem

- §301-11.100—What will I be paid for lodging under Lodgings-plus per diem?
- §301-11.101—What allowance will I be paid for M&IE?
- §301-11.102—What is the applicable M&IE rate?

Subpart C—Reduced Per Diem

- §301-11.200—Under what circumstances may my agency prescribe a reduced per diem rate lower than the prescribed maximum?

Subpart D—Actual Expense

- §301-11.300—When is actual expense reimbursement warranted?
- §301-11.301—Who in my agency can authorize/approve my request for actual expense?
- §301-11.302—When should I request authorization for reimbursement under actual expense?
- §301-11.303—What is the maximum amount that I may be reimbursed under actual expense?
- §301-11.304—What if my expenses are less than the authorized amount?
- §301-11.305—What if my actual expenses exceed the 300 percent ceiling?
- §301-11.306—What expenses am I required to itemize under actual expense?

AMENDMENT 2010-07 NOVEMBER 29, 2010

PART 301-10—TRANSPORTATION EXPENSES

Authority: 5 U.S.C. 5707, 40 U.S.C. 121(c); 49 U.S.C. 40118; Office of Management and Budget Circular No. A-126, "Improving the Management and Use of Government Aircraft." Revised May 22, 1992.

Subpart A—General

§301-10.1 Am I eligible for payment of transportation expenses?

Yes, you are eligible for payment of transportation expenses when performing official travel, including authorized transportation expenses incurred within the TDY location.

§301-10.2 What expenses are payable as transportation?

Fares, rental fees, mileage payments, and other expenses related to transportation.

§301-10.3 What methods of transportation may my agency authorize me to use?

Your agency may authorize:

- (a) Common carrier transportation (e.g., aircraft, train, bus, ship, or other transit system) under Subpart B;
- (b) Government vehicle under Subpart C;
- (c) POV under Subpart D; or
- (d) Special conveyance (e.g., taxi or commercial automobile) under Subpart E.

§301-10.4 How does my agency select the method of transportation to be used?

Your agency must select the method most advantageous to the Government, when cost and other factors are considered. Under 5 U.S.C. 5733, travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of your duties. In addition, your agency must consider energy conservation, total cost to the Government (including costs of per diem, overtime, lost worktime, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.

§301-10.5 What are the presumptions as to the most advantageous method of transportation?

(a) *Common carrier.* Travel by common carrier is presumed to be the most advantageous method of transportation and must be used when reasonably available.

(b) *Government automobile.* When your agency determines that your travel must be performed by automobile, a Government automobile is presumed to be the most advantageous method of transportation.

§301-10.6 What is my liability if I do not travel by the authorized method of transportation?

If you do not travel by the method of transportation required by regulation or authorized by your agency, any

additional expenses you incur which exceed the cost of the authorized method of transportation will be borne by you.

§301-10.7 How should I route my travel?

You must travel to your destination by the usually traveled route unless your agency authorizes or approves a different route as officially necessary.

§301-10.8 What is my liability if, for personal convenience, I travel by an indirect route or interrupt travel by a direct route?

Your reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. You will be responsible for any additional costs.

Subpart B—Common Carrier Transportation

§301-10.100 What types of common carrier transportation may I be authorized to use?

You may be authorized to use airline, train, ship, bus, or other transit system.

§301-10.105 What are the basic requirements for using common carrier transportation?

The basic requirements for using common carrier transportation fall into three categories:

(a) Using contract carriers, when available, and if your agency is a mandatory user of GSA's city-pair contracts for air passenger transportation services, unless you have an approved exception (see §§301-10.106 through 301-10.108 of this subpart);

(b) Using coach-class service, unless other than coach-class service is authorized under §301-10.123 or §301-10.162, and when travelling by ship, using lowest first-class accommodations, unless other than lowest first-class accommodations are authorized under §301-10.183 of this subpart; and

(c) You must always use U.S. Flag Air Carrier (or ship) service for air passenger transportation or when travelling by ship, unless your travel circumstances meet one of the exceptions in §§301-10.135 through 301-10.138 or §301-10.183 of this subpart.

Use of Contract City-Pair Fares

§301-10.106 When must I use a contract city-pair fare?

If you are a civilian employee of an agency as defined in §301-1.1 of this chapter, you must always use a contract city-pair fare for scheduled air passenger transportation service unless one of the limited exceptions in §301-10.107 exist. An

Internet listing of contract city-pair fares is available at <http://www.gsa.gov/citypairs>.

Note to §301-10.106: Employees of the Government of the District of Columbia, with the exception of the District of Columbia Courts, are not eligible to use contract city-pair fares even though these employees otherwise may be covered by the FTR.

§301-10.107 Are there any exceptions to the use of a contract city-pair fare?

Yes, your agency may authorize use of a fare other-than a contract city-pair fare when—

(a) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip;

(b) The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours;

(c) A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered);

Note to paragraph (c): This exception does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the non-contract carrier is restricted to Government and military travelers performing official business and may be purchased only with a contractor-issued charge card, centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares) or GTR where the two previous options are not available;

(d) Cost effective rail service is available and is consistent with mission requirements; or

(e) Smoking is permitted on the contract air carrier and the nonsmoking section of the contract aircraft is not acceptable to you.

Note 1 to §301-10.107: Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the travel management service upon booking is not a mandatory user of the Government's contract city-pair fares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Government.

Note 2 to §301-10.107: Contractors are not authorized to use contract city-pair fares to perform travel under their contracts.

Note 3 to §301-10.107: If the Government contract city-pair carrier offers a lower cost capacity-controlled coach class contract fare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should

use the lower cost capacity-controlled fare when it is available and meet mission needs.

§301-10.108 What requirements must be met to use a non-contract fare?

(a) Before purchasing a non-contract fare you must meet one of the exception requirements listed in §301-10.107 and show approval on your travel authorization to use a non-contract fare; and

(b) If the non-contract fare is non-refundable, restricted, or has specific eligibility requirements, you must know or reasonably anticipate, based on your planned trip, that you will use the ticket; and

(c) Your agency must determine that the proposed non-contract transportation is practical and cost effective for the Government.

Note to §301-10.108: Carrier preference is not a valid reason for using a non-contract fare.

§301-10.109 What is my liability for unauthorized use of a non-contract carrier when contract service is available and I do not meet one of the exceptions for required use?

Any additional costs or penalties incurred by you resulting from unauthorized use of non-contract service are borne by you.

§301-10.110 May I use contract passenger transportation service for personal travel?

No.

§301-10.111 When may I use a reduced group or charter fare?

You may use a reduced group or charter fare when your agency has determined, on an individual case basis prior to your travel, that use of such a fare is cost effective. Chartered aircraft are subject to the same rules as Government aircraft, and agencies in the executive branch of the Federal Government are subject to the requirements of Office of Management and Budget (OMB) Circular A-126 and 41 CFR part 101-37 in making such cost effectiveness determinations.

§301-10.112 What must I do when different airlines furnish the same service at different fares?

When there is no contract fare, and common carriers furnish the same service at different fares between the same points for the same type of accommodations, you must use the lowest cost service unless your agency determines that the use of higher cost service is more advantageous to the Government.

§301-10.113 What must I do if I change or do not use a common carrier reservation?

If you know you will change or not use your reservation, you must take action to change or cancel it as prescribed by your agency. Also, you must report all changes of your reservation according to your agency's procedures in an effort to

AMENDMENT 2010-07 NOVEMBER 29, 2010

Chapter 301—Temporary Duty (TDY) Travel Allowances
Part 301-10—Transportation Expenses

§301-10.135

Note 2 to §301-10.123: Blanket authorization of other than coach-class transportation accommodations is prohibited and shall be authorized on an individual trip-by-trip basis, unless the traveler has an up-to-date documented disability or special need.

§301-10.124 What are coach-class Seating Upgrade Programs?

Sometimes these programs are called “Coach Elite,” “Coach Plus,” “Preferred Coach” or some other identifier. Under these airline programs, a passenger may obtain for a fee a more desirable seat choice within the coach-class cabin. These airline upgrade or preferred seat choices are generally available for an annual fee, at an airport kiosk or gate or as a frequent flier perk. These coach upgrade options are not considered a new or higher class of accommodation since the seating is still in the coach cabin. However, the use of these upgraded/preferred coach seating options is generally a traveler’s personal choice and therefore is at the traveler’s personal expense. An agency travel authorization approving official or his/her designee (*e.g.*, supervisor of the traveler) may authorize and reimburse the additional seat choice fee according to internal agency policy (see 301-70.102(k)).

§301-10.125 When may I use the 14-hour rule to travel other than coach-class (see §301-10.123(b)(6))?

(a) You may use the 14-hour rule to travel via other than coach-class when:

- (1) The origin and/or destination are OCONUS; and
- (2) The scheduled flight time, including non-overnight stopovers and change of planes, is in excess of 14 hours; and
- (3) You are required to report to duty the following day or sooner.

(b) Scheduled flight time is the flight time between the originating departure point and the ultimate arrival point including scheduled non-overnight time spent at airports during plane changes. Scheduled non-overnight time does not include time spent at the originating or ultimate arrival airports.

(c) If other than coach-class accommodation is authorized based on the 14-hour rule then you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site, in accordance with internal agency procedures pursuant to §301-70.102(j).

Use of United States Flag Air Carriers

§301-10.131 What does United States mean?

For purposes of the use of United States flag air carriers, “United States” means the 50 states, the District of Columbia, and the territories and possessions of the United States (49 U.S.C. 40102).

§301-10.132 Who is required to use a U.S. flag air carrier?

Anyone whose air travel is financed by U.S. Government funds, except as provided in §§301-10.135, 301-10.136, and 301-10.137.

§301-10.133 What is a U.S. flag air carrier?

An air carrier which holds a certificate under 49 U.S.C. 41102 but does not include a foreign air carrier operating under a permit.

§301-10.134 What is U.S. flag air carrier service?

U.S. flag air carrier service is service provided on an air carrier which holds a certificate under 49 U.S.C. 41102 and which service is authorized either by the carrier’s certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier’s designator code and flight number.

§301-10.135 When must I travel using U.S. flag air carrier service?

You are required by 49 U.S.C. 40118, commonly referred to as the “Fly America Act,” to use U.S. flag air carrier service for all air travel funded by the U.S. Government, except as provided in §§301-10.136 and 301-10.137 or when one of the following exceptions applies:

(a) Use of a foreign air carrier is determined to be a matter of necessity in accordance with §301-10.138; or

(b) The transportation is provided under a bilateral or multilateral air transportation agreement to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

(1) Information on bilateral or multilateral air transportation agreements impacting United States Government procured transportation can be accessed at <http://www.gsa.gov/openskies>; and

(2) If determined appropriate, GSA may periodically issue FTR Bulletins providing further guidance on bilateral or multilateral air transportation agreements impacting United States Government procured transportation. These bulletins may be accessed at <http://www.gsa.gov/bulletins>.

(c) You are an officer or employee of the Department of State, United States Information Agency, United States International Development Cooperation Agency, or the Arms Control Disarmament Agency, and your travel is paid with funds appropriated to one of these agencies, and your travel is between two places outside the United States; or

(d) No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may

be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service; or

(e) A U.S. flag air carrier involuntarily reroutes your travel on a foreign air carrier; or

(f) Service on a foreign air carrier would be three hours or less, and use of the U.S. flag air carrier would at least double your en route travel time; or

(g) When the costs of transportation are reimbursed in full by a third party, such as a foreign government, international agency, or other organization.

§301-10.136 What exceptions to the Fly America Act requirements apply when I travel between the United States and another country?

The exceptions are:

(a) If a U.S. flag air carrier offers nonstop or direct service (no aircraft change) from your origin to your destination, you must use the U.S. flag air carrier service unless such use would extend your travel time, including delay at origin, by 24 hours or more.

(b) If a U.S. flag air carrier does not offer nonstop or direct service (no aircraft change) between your origin and your destination, you must use a U.S. flag air carrier on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

(1) Increase the number of aircraft changes you must make outside of the U.S. by 2 or more; or

(2) Extend your travel time by at least 6 hours or more; or

(3) Require a connecting time of 4 hours or more at an overseas interchange point.

§301-10.137 What exceptions to the Fly America Act requirements apply when I travel solely outside the United States, and a U.S. flag air carrier provides service between my origin and my destination?

You must always use a U.S. flag carrier for such travel, unless, when compared to using a foreign air carrier, such use would:

(a) Increase the number of aircraft changes you must make en route by 2 or more; or

(b) Extend your travel time by 6 hours or more; or

(c) Require a connecting time of 4 hours or more at an overseas interchange point.

§301-10.138 In what circumstances is foreign air carrier service deemed a matter of necessity?

(a) Foreign air carrier service is deemed a necessity when service by a U.S. flag air carrier is available, but

(1) Cannot provide the air transportation needed; or

(2) Will not accomplish the agency's mission.

(b) Necessity includes, but is not limited to, the following circumstances:

(1) When the agency determines that use of a foreign air carrier is necessary for medical reasons, including use of foreign air carrier service to reduce the number of connections and possible delays in the transportation of persons in need of medical treatment; or

(2) When use of a foreign air carrier is required to avoid an unreasonable risk to your safety and is approved by your agency (e.g., terrorist threats). Written approval of the use of foreign air carrier service based on an unreasonable risk to your safety must be approved by your agency on a case by case basis. An agency determination and approval of use of a foreign air carrier based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. An agency determination and approval of use of a foreign air carrier based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that form the basis of the determination and approval; or

(3) When you cannot purchase a ticket in your authorized class of service on a U.S. flag air carrier, and a seat is available in your authorized class of service on a foreign air carrier.

§301-10.139 May I travel by a foreign air carrier if the cost of my ticket is less than traveling by a U.S. flag air carrier?

No. Foreign air carrier service may not be used solely based on the cost of your ticket.

§301-10.140 May I use a foreign air carrier if the service is preferred by or more convenient for my agency or me?

No. You must use U.S. flag air carrier service, unless you meet one of the exceptions in [§301-10.135](#), [301-10.136](#), or [301-10.137](#) or unless foreign air carrier service is deemed a matter of necessity under [§301-10.138](#).

§301-10.141 Must I provide any special certification or documents if I use a foreign air carrier?

Yes, you must provide a certification, as required in [§301-10.142](#) and any other documents required by your agency. Your agency cannot pay your foreign air carrier fare if you do not provide the required certification.

§301-10.142 What must the certification include?

The certification must include:

(a) Your name;

(b) The dates that you traveled;

(c) The origin and the destination of your travel;

(d) A detailed itinerary of your travel, name of the air carrier and flight number for each leg of the trip; and

AMENDMENT 2010-07 NOVEMBER 29, 2010

Chapter 301—Temporary Duty (TDY) Travel Allowances
Part 301-10—Transportation Expenses

§301-10.305

“Allocation of Expenses between Campaign and Non-campaign Related Travel.”), in which case the amount reimbursed is the amount required by such law or regulation.

Note to §301-10.264: Except for required use travel, any use of Government aircraft for personal or political activities shall not cause an increase in the actual costs to the Government of operating the aircraft.

§301-10.265 Will my travel on Government aircraft be reported?

Your travel on Government aircraft will not be reported unless you are a senior Federal official, or a non-Federal traveler. (Travel under 10 U.S.C. 2648 is not reported.) If you are a senior Federal official or a non-Federal traveler, any use you make of Government aircraft, *i.e.*, as a passenger, crewmember, or qualified non-crewmember, will be reported to the General Services Administration (GSA) by the agency that owns or hires the Government aircraft. (Agencies must maintain information on classified trips, but do not report classified trips to GSA.)

§301-10.266 Is information available to the public about travel on Government aircraft by senior Federal officials and non-Federal travelers?

Yes, an agency that authorizes travel on Government aircraft and an agency that owns or hires Government aircraft must make records about travelers on those aircraft available to the public in response to written requests under the Freedom of Information Act (5 U.S.C. 552), except for portions exempt from disclosure under that Act (such as classified information).

Subpart D—Privately Owned Vehicle (POV)

§301-10.300 When may I use a POV for official travel?

When authorized by your agency.

§301-10.301 How do I compute my mileage reimbursement?

You compute mileage reimbursement by multiplying the distance traveled, determined under §301-10.302 of this subpart by the applicable mileage rate.

§301-10.302 How do I determine distance measurements for my travel?

If you travel by	The distance between your origin and destination is
Privately owned automobile or privately owned motorcycle.	As shown in paper or electronic standard highway mileage guides, or the actual miles driven as determined from odometer readings.
Privately owned aircraft.	As determined from charts issued by the Federal Aviation Administration (FAA). You may include in your travel claim with an explanation any additional air mileage resulting from a detour necessary due to adverse weather, mechanical difficulty, or other unusual conditions. If a required deviation is such that airway mileage charts are not adequate to determine distance, you may use the formula of flight time multiplied by cruising speed of the aircraft to determine distance. You must convert nautical miles to statute or regular miles when submitting a claim (1 nautical mile equals 1.15077945 statute miles).

§301-10.303 What am I reimbursed when use of POV is determined by my agency to be advantageous to the Government?

You will be reimbursed an applicable mileage rate based on the type of POV you actually use (privately owned airplane, privately owned automobile, privately owned motorcycle). These rates will be published in an FTR bulletin and are also displayed on GSA’s web site (<http://www.gsa.gov/mileage>).

§301-10.304 What expenses are allowable in addition to the POV mileage rate allowances?

Following is a chart listing the reimbursable and non-reimbursable expenses:

Reimbursable expenses in addition to mileage allowance	Non-reimbursable expenses included in the mileage allowance
Parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft or airplane parking, landing, and tie-down fees.	Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, state and Federal taxes.

§301-10.305 How is reimbursement handled if another person(s) travels in a POV with me?

If another employee(s) travels with you on the same trip in the same POV, mileage is payable to only one of you. No deduction will be made from your mileage allowance if other passengers contribute to defraying your expenses.

§301-10.306 What will I be reimbursed if authorized to use a POV between my residence and office and then from my office to a common carrier terminal, or from my residence directly to a common carrier terminal?

If determined advantageous to the Government, you will be reimbursed on a mileage basis plus other allowable costs for round-trip travel on the beginning and/or ending of travel between the points involved.

§301-10.307 What will I be reimbursed if I use a POV to transport other employees?

Using a POV to transport other employees is strictly voluntary and you may be reimbursed in accordance with §301-10.305.

§301-10.308 What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?

Your agency may reimburse your parking fee as an allowable transportation expense not to exceed the cost of taxi fare to/from the terminal.

§301-10.309 What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead?

You will be reimbursed on a mileage basis, plus per diem, not to exceed the total constructive cost of the authorized method of common carrier transportation plus per diem. Your agency must determine the constructive cost of transportation and per diem by common carrier under the rules in §301-10.310.

§301-10.310 What will I be reimbursed if I am authorized to use a Government owned automobile and I use a privately owned automobile instead?

You will be reimbursed based on a constructive mileage rate limited to the cost that would be incurred for use of a Government automobile. This rate will be published in an FTR bulletin available at <http://www.gsa.gov/fttr>. If your agency determines the cost of providing a GOA would be higher because of unusual circumstances, it may allow reimbursement not to exceed the mileage rate for a POA. In addition, you may be reimbursed other allowable expenses as provided in §301-10.304.

Subpart E—Special Conveyances

§301-10.400 What types of special conveyances may my agency authorize me to use?

Your agency may authorize/approve use of:

(a) Taxicabs as specified in §§301-10.420 through 301-10.421 of this chapter;

(b) Commercial rental automobiles as specified in §§301-10.450 through 301-10.453 of this chapter; or

(c) Any other special conveyance when determined to be advantageous to the Government.

§301-10.401 What types of charges are reimbursable for use of a special conveyance?

Actual expenses that your agency determines are necessary, including, but not limited to:

- (a) Gasoline and oil;
- (b) Rental of a garage, hangar, or boathouse;
- (c) Feeding and stabling of horses;
- (d) Per diem of operator; and
- (e) Ferriage, tolls, etc.

§301-10.402 What will I be reimbursed if I am authorized to use a special conveyance and I use a POV instead?

You will be reimbursed the mileage cost for the use of your POV, and additional expenses such as parking fees, bridge, road and tunnel fees, not to exceed the constructive cost of the special conveyance.

§301-10.403 What is the difference between a Government aircraft and an aircraft hired as a special conveyance?

A Government aircraft is any aircraft owned, leased, chartered, or rented and operated by the Government. An aircraft hired as a special conveyance is an aircraft that you, in your private capacity, rent, lease, or charter and operate.

Taxicabs, Shuttle Services, or Other Courtesy Transportation

§301-10.420 When may I use a taxi, shuttle service or other courtesy transportation?

(a) When authorized and approved by your agency, your transportation expenses in the performance of official travel are reimbursable for the usual fare plus tip for use of a taxi, shuttle service or other courtesy transportation (if charges result), in the following manner:

- (1) *At your official station.* (i) From your residence or other authorized point of departure, e.g., residence to airport;
- (ii) To your residence or other authorized point of return, e.g., airport to residence;
- (iii) From your residence to your office on the day you depart the official station on official TDY that requires at least one night's lodging; or
- (iv) From your office to your residence on the day you return to the official station from an official TDY assignment that required at least one night's lodging.

(2) *At your TDY location.* (i) From the TDY transit system station to your place of lodging or place of official business and return;

(ii) To, from, and between your places of lodging and official business;

(iii) Between places of official business; or

(iv) To obtain meals at the nearest available place when the nature and location of the official business or the lodging at a TDY location are such that meals cannot be obtained there. You must attach a statement or include electronic remarks with your travel voucher explaining why such transportation was necessary.

(b) *Courtesy transportation.* You should use courtesy transportation service furnished by hotels/motels to the maximum extent possible as a first source of transportation between a place of lodging at the TDY station and a common carrier terminal. You will be reimbursed for tips when you use courtesy transportation service.

(c) *Restrictions.* When appropriate, your agency will restrict or place a monetary limit on the amount of reimbursement for the use of taxicabs under this paragraph when—

(1) Suitable Government or common carrier transportation service, including shuttle service, is available for all or part of the distance involved; or

(2) Courtesy transportation service is provided by hotels/motels between the place of lodging at the TDY station and the common carrier terminal.

§301-10.421 How much will my agency reimburse me for a tip to a taxi, shuttle service, or courtesy transportation driver?

An amount which your agency determines to be reasonable.

Rental Automobiles

§301-10.450 When and from whom may I rent a vehicle for official travel when authorized?

(a) Your agency must determine that use of a rental vehicle is advantageous to the Government and must specifically authorize such use.

(b) When authorized to use a rental vehicle, you should consider renting a vehicle from a vendor that participates in the Defense Travel Management Office (DTMO) U.S. Gov-

ernment Car Rental Agreement to avail yourself of the Agreement's benefits, including the insurance and damage liability provisions, unless you are OCONUS and no agreement is in place for your TDY location. The advantages of renting a car through the DTMO rental car program are:

(1) Rental car agreements are pre-negotiated;

(2) The agreement includes automatic unlimited mileage and collision damage insurance; and

(3) The rates established by the car rental agreement cannot be exceeded by the vendor.

§301-10.451 May I be reimbursed for the cost of collision damage waiver (CDW) or theft insurance?

(a) *General rule—no.* You will not be reimbursed for CDW or theft insurance for travel within CONUS for the following reasons:

(1) The Government is a self-insurer.

(2) Rental vehicles available under agreement(s) with the Government includes full coverage insurance for damages resulting from an accident while performing official travel.

(3) Any deductible amount paid by you may be reimbursed directly to you or directly to the rental agency if the damage occurred while you were performing official business.

(b) *Exception.* You will be reimbursed for collision damage waiver or theft insurance when you travel outside CONUS and such insurance is necessary because the rental or leasing agency requirements, foreign statute, or legal procedures could cause extreme difficulty for an employee involved in an accident.

§301-10.452 May I be reimbursed for personal accident insurance?

No. That is a personal expense and is not reimbursable.

§301-10.453 What is my liability for unauthorized use of a rental automobile obtained with Government funds?

You are responsible for any additional cost resulting from the unauthorized use of a commercial rental automobile for other than official travel-related purposes.

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AMENDMENT 2010-07 NOVEMBER 29, 2010

PART 301-12—MISCELLANEOUS EXPENSES

Authority: 5 U.S.C. 5707.

cellaneous expense. Taxes for reimbursable lodging are deemed approved when lodging is authorized. Examples of such expenses include, but are not limited to the following:

§301-12.1 What miscellaneous expenses are reimbursable?

When the following items have been authorized or approved by your agency, they will be reimbursed as a mis-

General expenses	Fees to obtain money	Special expenses of foreign travel
Baggage expenses as described in <u>§301-12.2</u> Services of guides, interpreters, drivers Services of an attendant as described in <u>§301-13.3</u> Use of computers, printers, faxing machines, and scanners Services of typists, data processors, or stenographers Storage of property used on official business Hire of conference center room or hotel room for official business Official telephone calls/service (see note). Faxes, telegrams, cablegrams, or radiograms Lodging taxes as prescribed in <u>§301-11.27</u> Laundry, cleaning and pressing of clothing expenses as prescribed in <u>§301-11.31</u> Energy surcharge and lodging resort fee(s) (when such fee(s) is/are not optional)	Fees for travelers checks Fees for money orders Fees for certified checks Transaction fees for use of automated teller machines (ATMs)—Government contractor-issued charge card	Commissions on conversion of foreign currency Passport and/or visa fees, including fees for a physical examination if one is required to obtain a passport and/or visa and such examination could not be obtained at a Government facility. Reimbursement for such fees may include travel and transportation costs to the passport/visa issuing office if located outside the local commuting area of the employee's official station and the traveler's presence at that office is mandatory. Costs of photographs for passports and visas Foreign country exit fees Costs of birth, health, and identity certificates Charges for inoculations that cannot be obtained through a Federal dispensary

Note to §301-12.1: You should use Government provided services for all official communications. When they are not available, commercial services may be used. Reimbursement may be authorized or approved by your agency.

§301-12.2 What baggage expenses may my agency pay?

Your agency may reimburse expenses related to baggage as follows:

- (a) Transportation charges for authorized excess;
- (b) Necessary charges for transferring baggage;

(c) Necessary charges for storage of baggage when such charges are the result of official business;

(d) All fees pertaining to the first checked bag. In addition, charges relating to the second and subsequent bags may be reimbursed when the agency determines those expenses necessary and in the interest of the Government (see §§301-70.300, 301-70.301). Travelers should verify their agency's current policies and procedures regarding excess baggage prior to traveling; and

(e) Charges or tips at transportation terminals for handling Government property carried by the traveler.

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AMENDMENT 2010-07 NOVEMBER 29, 2010

PART 301-30—EMERGENCY TRAVEL

Authority: 5 U.S.C. 5707.

§301-30.1 What is emergency travel?

Travel which results from:

- (a) Your becoming incapacitated by illness or injury not due to your own misconduct; or
- (b) The death or serious illness of a member of your family; or
- (c) A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, which directly affects your home.

§301-30.2 What is considered to be “family” with respect to emergency travel?

“Family” includes any member of your immediate family, as defined in §300-3.1. However, your agency may, on a case-by-case basis, expand this definition to include other members of your and/or your spouse’s extended family.

§301-30.3 What should I do if I have to interrupt or discontinue my TDY travel?

Contact your travel authorizing/approving official for instructions as soon as possible.

§301-30.4 When an illness or injury occurs on TDY, what expenses may be allowed?

Your agency may pay:

(a) Per diem at the location where you incurred or were treated for incapacitating illness or injury for a reasonable period of time (generally 14 calendar days). However, your agency may pay for a longer period.

(b) Transportation and per diem expense for travel to an alternate location to receive medical treatment.

(c) Transportation and per diem expense to return to your official station.

(d) Transportation costs of a medically necessary attendant.

§301-30.5 Are there any limitations to the payment of these expenses?

Expenses are not payable when:

(a) Confined to:

(1) A medical facility within the proximity of your official station.

(2) The same medical facility you would have been admitted to if your incapacitating illness or injury occurred at your official station.

(b) The Government provides or reimburses you for hospitalization under any Federal statute (including hospitalization in a Department of Veterans Affairs (VA) Medical center or military hospital). However, per diem expenses are payable if your hospitalization is paid under the Federal Employees Health Benefits Program (5 U.S.C. 8901-8913).

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AMENDMENT 2010-07 NOVEMBER 29, 2010

PART 301-70—INTERNAL POLICY AND PROCEDURE REQUIREMENTS

Subpart A—General Policies and Procedures

Authority: 5 U.S.C. 5707; 40 U.S.C. 121(c); Sec. 2, Pub. L. 105-264, 112 Stat. 2350 (5 U.S.C. 5701, note), OMB Circular No. A-126, revised May 22, 1992, and OMB Circular No. A-123, Appendix B, revised January 15, 2009.

§301-70.1 How must we administer the authorization and payment of travel expenses?

When administering the authorization and payment of travel expenses, you—

(a) Must limit the authorization and payment of travel expenses to travel that is necessary to accomplish your mission in the most economical and effective manner, under rules stated throughout this chapter;

(b) Should give consideration to budget constraints, adherence to travel policies, and reasonableness of expenses;

(c) Should always consider alternatives, including teleconferencing, prior to authorizing travel; and

(d) Must require employees to use the ETS to process travel authorizations and claims for travel expenses once you migrate to the ETS, but no later than September 30, 2006, unless an exception has been granted under §§301-73.102 or 301-73.104 of this chapter.

Subpart B—Policies and Procedure Relating to Transportation

§301-70.100 How must we administer the authorization and payment of transportation expenses?

You must:

(a) Limit authorization and payment of transportation expenses to those expenses that result in the greatest advantage to the Government;

(b) Ensure that travel is by the most expeditious means practicable.

§301-70.101 What factors must we consider in determining which method of transportation results in the greatest advantage to the Government?

In selecting a particular method of transportation you must consider:

(a) The total cost to the Government, including per diem, overtime, lost worktime, actual transportation cost, total distance of travel, number of points visited, the number of travelers and energy conservation. As stated in 5 U.S.C. 5733, “travel of an employee shall be by the most expeditious means of transportation practicable and shall be commensurate with the nature and purpose of the duties of the employee requiring such travel.”

(b) Travel by common carrier (air, rail, bus) is considered the most advantageous method to perform official travel. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would interfere with the performance of official business or

impose an undue hardship upon the traveler, or when the total cost by common carrier exceeds the cost by another method of transportation. A determination that another method of transportation is more advantageous to the Government than common carrier will not be made on the basis of personal preference or inconvenience to the traveler.

§301-70.102 What governing policies must we establish for authorization and payment of transportation expenses?

You must establish policies and procedures governing:

(a) Who will determine what method of transportation is more advantageous to the Government;

(b) Who will approve any of the following:

(1) Use of other than coach-class transportation accommodations for air and rail under §§301-10.123 and 301-10.162, and lowest first-class accommodations for ship under §301-10.183 of this chapter.

(2) Use of a special-reduced fare or reduced group or charter fare;

(3) Use of an extra-fare train service under §301-10.164;

(4) Use of ship service;

(5) Use of a foreign ship;

(6) Use of a foreign air carrier;

(c) When you will:

(1) Require the use of a Government vehicle;

(2) Allow the use of a Government vehicle; and

(3) Prohibit the use of a Government vehicle;

(d) When you will consider use of a POV advantageous to the Government, such as travel to/from common carrier terminals, or transportation to a TDY location;

(e) Procedures for claiming POV reimbursement;

(f) When you will allow use of a special conveyance (e.g., commercially rented vehicles);

(g) What procedures an employee must follow when he/she travels by an indirect route or interrupts travel by a direct route;

(h) Whether to reimburse the full amount of transportation costs in conjunction with TDY or only the amount by which transportation costs exceed the employee’s normal costs for transportation between:

(1) Office or duty point and another place of business;

(2) Places of business; or

(3) Residence and place of business other than office or duty point;

(i) Develop and issue internal guidance on what specific mission criteria justify approval of the use of other than coach-class transportation under §§301-10.123(a)(4), 301-10.123(b)(9), and 301-10.162(e) or the use of other than lowest first-class under §301-10.183(d). The justification criteria shall be entered in the remarks section of the traveler’s travel authorization;

§301-70.103

(j) Develop and publish internal guidance regarding what constitutes a rest period upon arrival at a temporary duty location; and

(k) Develop and publish internal guidance regarding Seating Upgrade Programs in coach-class (see §301-10.124).

§301-70.103 In what circumstance may we authorize use of ship service?

Travel by ship is not generally regarded as advantageous. You must determine that the advantages accruing from the use of ocean transportation offset the higher costs associated with ship travel, *i.e.*, per diem, transportation, and lost worktime.

§301-70.104 What factors should we consider in determining whether to require an employee to commit to the use of a Government automobile?

You should consider:

(a) The advantages of using a Government automobile. Such advantages may include, but are not limited to:

- (1) Full utilization or availability of fleet vehicles;
- (2) Lower cost;
- (3) Official presence.

(b) The type of travel the employee performs. You should require such a commitment when an employee or group of employees requires the use of an automobile for official travel on a frequent or repetitive basis.

§301-70.105 May we prohibit an employee from using a POV on official travel?

No, but if the employee elects to use a POV instead of an alternative form of transportation you authorize, you must:

(a) Limit reimbursement to the constructive cost of the authorized method of transportation, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized method of transportation; and

(b) Charge leave for any duty hours that are missed as a result of travel by POV.

Subpart C—Policies and Procedures Relating to Per Diem Expenses

§301-70.200 What governing policies must we establish for authorization and payment of per diem expenses?

You must establish policies and procedures governing:

- (a) Who will authorize a rest period;
- (b) Circumstances allowing a rest period during prolonged travel (see §301-11.20 for minimum standards);
- (c) If, and in what instances, you will allow an employee to return to his/her official station on non-workdays;
- (d) Who will determine if an employee will be allowed to return to his/her official station on a case by case basis.
- (e) Who will determine in what instances you will pay a reduced per diem rate;
- (f) Who will determine, and in what instances, actual expenses are appropriate in each individual case; and

FEDERAL TRAVEL REGULATION

(g) Who will determine, and in what instances, an employee will be able to claim the full M&IE allowance even though meals are furnished to the employee by the Government, in accordance with §301-11.18(b) and §301-11.18(c).

Subpart D—Policies and Procedures Relating to Miscellaneous Expenses

§301-70.300 How should we administer the authorization and payment of miscellaneous expenses?

You should limit payment of miscellaneous expenses to only those expenses that are necessary and in the interest of the Government.

§301-70.301 What governing policies must we establish for payment of miscellaneous expenses?

You must establish policies and procedures governing:

- (a) Who will determine when excess baggage is necessary for official travel;
- (b) When you will pay for communications services, including whether you will pay for a telephone call to the employee's home or place where the employee's dependent children are;
- (c) Who will determine if other miscellaneous expenses are appropriate for reimbursement in connection with official travel.

Subpart E—Policies and Procedures Relating to Travel of an Employee with a Disability or Special Need

§301-70.400 How should we authorize and administer the payment of additional travel expenses for an employee with a disability or special need?

You should authorize and administer the payment to reasonably accommodate employee(s) with disabilities in accordance with the Rehabilitation Act of 1973, as amended, (29 U.S.C. 701-7961) and 5 U.S.C. 3102 and Part 301-13 of this chapter. An employee with a special need should be treated the same as an employee with a disability. You must determine that additional travel expenses are necessary to accommodate the employee's needs.

§301-70.401 What governing policies and procedures must we establish regarding travel of an employee with a disability or special need?

You must establish the policies and procedures governing:

- (a) Who will determine if an employee has a disability or special need which requires accommodation, including when documentation is necessary under §§301-10.123, 301-10.124, 301-10.162, and 301-10.183, and when a determination may be based on a clearly visible physical condition; and
- (b) Who will determine how to reasonably accommodate the employee and what expenses you will pay.

AMENDMENT 2010-07 NOVEMBER 29, 2010

Chapter 301—Temporary Duty (TDY) Travel Allowances
Part 301-70—Internal Policy and Procedure Requirements

§301-70.506

Subpart F—Policies and Procedures for Emergency Travel of Employee Due to Illness or Injury

§301-70.500 What governing policies and procedures should we establish relating to emergency travel?

Each agency must determine:

(a) When you will authorize emergency travel under
Part 301-30;

(b) Who will determine if the employee's situation warrants payment for emergency travel expenses;

(c) When and by whom travel to an alternate location other than official station or point of interruption will be authorized; and

(d) Who will determine when and if the definition of family may be extended and to whom.

§301-70.501 Does per diem continue when an employee interrupts a travel assignment because of an incapacitating illness or injury?

Yes, when an employee interrupts a travel assignment because of an incapacitating illness or injury and takes leave (annual or sick), per diem will be allowed, not to exceed the maximum rate for the location where the interruption occurs, for a reasonable period, normally not to exceed 14 calendar days (including fractional days) for any one period of absence. You may approve a longer period if justified.

§301-70.502 Are there any limitations to the payment of these expenses?

Yes, there are limitations to the payment of these expenses. Per diem is not payable, or if paid, must be collected from the employee when—

(a) The employee is confined to a hospital or medical facility that is within the proximity of the official station or that is the same one the employee would have been admitted to if the illness or injury had occurred while at the official station; and/or

(b) The Government provides or reimburses the employee for hospitalization under any Federal statute (including hospitalization in a Department of Veterans Affairs (VA) medical center or military hospital) other than 5 U.S.C. 8901-8913 (Federal Employees Health Benefits program).

§301-70.503 What additional emergency expenses should we allow?

When an employee discontinues a TDY assignment before its completion due to an incapacitating illness or injury, you may pay—

(a) Transportation and per diem expenses for travel to an alternate location to receive medical treatment;

(b) Transportation and per diem expenses to return to the official station; and

(c) Transportation costs of a medically necessary attendant.

§301-70.504 When the employee is able to travel, should we continue the use of the existing travel authorization?

Not if the interrupted trip was authorized under a trip by trip authorization. If, when the employee's health has been restored, the agency decides that it is in the Government's interest to return the employee to the TDY location, such return is considered to be a new travel assignment at Government expense. An interrupted trip authorized under an open or limited open authorization may be continued without further authorization.

§301-70.505 May any travel costs be reimbursed if the employee travels to an alternate location for medical treatment?

Yes. When an employee, interrupts a TDY assignment because of an incapacitating illness or injury and takes leave of absence for travel to an alternate location to obtain medical services and returns to the TDY assignment, you may reimburse certain excess travel costs provided in this section. Specifically, you may reimburse the excess (if any) of actual costs of travel from the point of interruption to the alternate location and return to the TDY assignment, over the constructive costs of round-trip travel between the official station and the alternate location. The nearest hospital or medical facility capable of treating the employee's illness or injury will not, however, be considered an alternate location.

Note to §301-70.505: An alternate location is a destination other than the employee's official station or the point of interruption.

§301-70.506 How do we define actual cost and constructive cost when an employee interrupts a travel assignment because of an incapacitating illness or injury?

(a) Actual cost of travel will be the transportation expenses incurred and en route per diem for the travel as actually performed from the point of interruption to the alternate location and from the alternate location to the TDY assignment. No per diem is allowed for time spent at the alternate location if confined to a medical facility.

(b) Constructive cost is the sum of transportation expenses the employee would reasonably have incurred for round-trip travel between the official station and the alternate location plus per diem calculated for the appropriate en route travel time.

§301-70.507 May we authorize per diem if an employee discontinues a TDY assignment because of a personal emergency situation?

Yes. Expenses of appropriate transportation and per diem while en route may be allowed, with the approval of an appropriate agency official, for return travel from the point of interruption to the official station.

§301-70.508 How do we handle reimbursement if the employee travels to an alternate location and returns to the TDY location because of a personal emergency situation?

You may reimburse certain excess travel costs (transportation and en route per diem) to the same extent as provided in §301-70.501 for incapacitating illness or injury to the employee.

§301-70.509 What factors must we consider in expanding the definition of family for emergency travel purposes?

Agencies must consider on a case by case basis:

- (a) The extent of the emergency;
- (b) The employee's relationship to the individual involved in the emergency; and
- (c) The degree of the employee's responsibility for the individual involved in the emergency.

Subpart G—Policies and Procedures Relating to Threatened Law Enforcement/Investigative Employees

§301-70.600 What governing policies and procedures must we establish related to threatened law enforcement/investigative employees?

You must establish policies and procedures governing:

- (a) When you will pay transportation and subsistence expenses of threatened law enforcement/investigative employees, under Part 301-31 of this chapter;
- (b) Who will determine the degree and seriousness of threat in each individual case;
- (c) Who will determine what protective action should be taken, including the location and duration of temporary lodging;
- (d) Who will reevaluate the situation to determine whether protective action should be continued or discontinued and how often;
- (e) What procedures must be followed to obtain authorization of transportation and subsistence expenses for threatened law enforcement/investigative employees; and
- (f) What special procedures must an employee follow to claim expenses.

§301-70.601 What factors should we consider in determining whether to authorize payment of transportation and subsistence expenses for threatened law enforcement/investigative employees?

You should consider:

- (a) *The degree and seriousness of the threat.* You should pay transportation and subsistence expenses only if a situation poses a legitimate serious threat to life.
- (b) *The option of relocating the employee.* You should consider whether relocating the employee permanently would be advantageous given the specific nature of the threat, the continued disruption of the family, and the alternative costs of a change of official station.

§301-70.602 How often must we reevaluate the payment of transportation and subsistence expenses to a threatened law enforcement/investigative employee?

You must reevaluate the situation every 30 days based on the same factors you considered when you first authorized the payment of the expenses.

Subpart H—Policies and Procedures Relating to Mandatory Use of the Government Contractor-Issued Travel Charge Card for Official Travel

§301-70.700 Must our employees use a Government contractor-issued travel charge card for official travel expenses?

Yes, your employees must use a Government contractor-issued travel charge card for official travel expenses unless:

- (a) A vendor does not accept the travel charge card;
- (b) The Administrator of General Services has granted an exemption (see §301-70.704); or
- (c) Your agency head or his/her designee has granted an exemption.

§301-70.701 Who has the authority to grant exemptions to mandatory use of Government contractor-issued travel charge card for official travel?

- (a) The Administrator of General Services will exempt any payment, person, type or class of payments, or type or class of personnel in any case in which—
 - (1) It is in the best interest of the United States to do so;
 - (2) Payment through a travel charge card is impractical or imposes unreasonable burdens or costs on Federal employees or Federal agencies; or
 - (3) The Secretary of Defense or the Secretary of Homeland Security (for the Coast Guard) requests an exemption for the members of their uniformed services.
- (b) The head of a Federal agency or his/her designee(s) may exempt any payment, person, type or class of payments,

AMENDMENT 2010-07 NOVEMBER 29, 2010

Appendix C to Chapter 301—Standard Data Elements for Federal Travel

[TRAVELER IDENTIFICATION]

Group name	Data elements	Description
Travel Authorization	Authorization Number	Assigned by the appropriate office.
Employee name	First Name, Middle Initial, Last Name	Agency guidelines may specify the order, e.g., last name first.
Employee Identification	Employee Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.
Travel Purpose Identifier	Employee Emergency	Travel related to an unexpected occurrence/event or injury/illness that affects the employee personally and/or directly that requires immediate action/attention. <i>Examples:</i> Traveler is incapacitated by illness or injury, death or serious illness of a family member (as defined in §300-3.1 or §301-30.2), or catastrophic occurrence or impending disaster that directly affects the employee's home. Emergency travel also includes travel for medical care while employee is TDY away from the official station (Part 301-30), death of an employee/immediate family member when performing official duties away from the official station or home of record (Part 303-70), medical attendant transportation (Part 301-30), assistance travel for an employee with special needs (Part 301-13), as well as travel for threatened law enforcement/investigative employees (Part 301-31).
	Mission (Operational)	Travel to a particular site in order to perform operational or managerial activities. Travel to attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest. <i>Examples:</i> Employee's day-to-day operational or managerial activities, as defined by the agency, to include, but not be limited to: hearings, site visit, information meeting, inspections, audits, investigations, and examinations.
	Special Agency Mission	Travel to carry out a special agency mission and/or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization. <i>Examples:</i> These agency-defined special missions may include details, security missions, and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.
	Conference - Other Than Training	Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies have to distinguish between conference and training attendance and use the appropriate identifier (see Training below). <i>Examples:</i> To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.
	Training	Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. 5 USC 4101(4) states that "training" means the process of providing for and making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals." The term "conference" may also apply to training activities that are considered to be conferences

AMENDMENT 2010-07 NOVEMBER 29, 2010

FEDERAL TRAVEL REGULATION

[TRAVELER IDENTIFICATION] (CONTINUED)

Group name	Data elements	Description
		under 5 CFR 410.404, which states that "agencies may sponsor an employee's attendance at a conference as a developmental assignment under section 4110 of title 5, United States Code, when: (a) The announced purpose of the conference is educational or instructional; (b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in section 4101 of title 5, United States Code; (c) The content of the conference is germane to improving individual and/or organizational performance, and (d) Development benefits will be derived through the employee's attendance." Agencies have to distinguish between conference and training attendance and use the appropriate identifier (see Conference—Other Than Training above). <i>Examples:</i> Job required training, Internships, Intergovernmental Personnel Act, and forums.
	Relocation	Travel performed in connection with a transfer from one official station to another for employees/immediate family members, as applicable. <i>Examples:</i> Permanent change of station (PCS) moves for domestic and international transferees/new appointees, tour renewal, temporary change of station (TCS), and last move home.
Travel Period	Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic	Travel within continental United States.
	OCONUS/Domestic	Travel outside continental United States.
	Foreign	Travel to other countries.
Leave Indicator	Annual, Sick, Other	Identifies leave type as the reason for an interruption of per diem entitlement.
Official Station	City, State, Zip	The location where the employee regularly performs his or her duties or an invitational traveler's home or regular place of business. If the employee's work involves recurring travel or varies on a recurring basis, the location where the work activities of the employee's position of record are based is considered the employee's official station.
Residence	City, State, Zip	The geographical location where employee resides, if different from official duty station.
Payment Method	EFT	Direct deposit via electronic funds transfer.
	Treasury Check	Payment made by Treasury check.
	Imprest Fund	Payment made by Imprest Fund.
Mailing Address	Street Address, City, State, Zip	The location designated by the traveler based on agency guidelines.

[COMMERCIAL TRANSPORTATION INFORMATION]

Group name	Data elements	Description
Transportation Payment		Method employee used to purchase transportation tickets.
Method Indicator	GTR	U.S. Government Transportation Request.
	Central Billing Account	A contractor centrally billed account.
	Government Charge Card	In accordance with and as provided by agency guidelines.
	Cash	
Transportation Payment Identification Number	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, e.g., GTR number, Govt. contractor-issued charge card number.
Transportation Method Indicator	Air (other than coach-class)	Common carrier used as transportation to TDY location.
	Air (coach-class)	
	Non-contract Air, Train, Other	
Transportation in Performance of TDY or While at the TDY Location	POV, Car rental, Taxi, Other	Identifies transportation used while in the performance of TDY or while at the TDY location.

AMENDMENT 2010-07 NOVEMBER 29, 2010

- Check hotel policy on posting, size and appearance of signs.

Food and Drink

Meals

- You can not generally use appropriated funds to pay for meals for employees at their official stations.
- Employees on TDY travel may be served meals but cannot be reimbursed for those provided at government expense.
- You should clarify in advance the appropriate per diem reduction(s) of meal(s) allowance(s) for TDY travel.
- You may pay, or reimburse an employee for meals as necessary expenses incident to an authorized training program (under the Government Employees Training Act (GETA) at 5 U.S.C. 4104(4)), if a determination has been made that essential training will be conducted during the meal.
- Work closely with the hotel to plan quality menus that fit within authorized per diem rates.
- Clarify and agree in advance to the number of meal guarantees.
- Ensure that gratuities and service charges are added to the cost of each meal, and determine the method of billing to be used (e.g., signed guarantee, collected meal tickets, or actual quantities consumed).
- Confirm menus.

Breaks and Refreshments

Breaks should last no longer than 30 minutes and take place between meeting sessions. The following should also be considered when planning for refreshments:

- Keep in mind that everyone does not drink coffee or tea.
- You should clarify and agree in advance that coffee and pastries, if appropriate, are purchased by the gallon and dozen.
- Try to avoid a per person charge.
- Negotiate the cost into the contract.
- Be conservative in your estimates. There are seldom 100 percent of the conference participants attending any one function.
- If coffee, soft drinks, and water are not included in the fee, are they available “at cost” to the attendee?

Account Reconciliation

It is important to request that the hotel bill be prepared in a logical and chronological sequence, and that backup data accompany the bill. Generally, the hotel will complete its accounting of the conference within two weeks of the conclusion.

Notification

Announcement and/or Invitations

Announcement of the planned conference should be made as early as possible, even one year in advance; invitation letters, 8 weeks in advance. They should include, but are not limited to:

- Point of contact name and telephone number.
- Registration form, card, or Internet address (include space for identifying handicapped requirements).
- Registration instructions.
- Registration deadline date.
- Detailed area map and driving instructions.
- Information on traffic patterns to avoid rush hour delays.
- Promotional brochures from the facility.
- Layout of facility including telephone numbers.
- Breakdown of costs showing any difference from travel versus training object classes, particularly meal costs, so that proper reimbursement can be made.
- Agenda with a list of speakers and topics.
- Activity schedule for spouses and guests (all charges or costs attributed to spouses or guests must be borne by the individual attendee (not reimbursable by the Government)).
- Provide a sample travel voucher.
- Notice that conference lodging allowance applies if applicable.

Confirmations

You should:

- Decide on the speaker(s) and the message you wish to be conveyed and obtain early commitment(s) in writing.
- Confirm conference dates/times/topics/arrival and departure times with speaker(s) and any other special guests at least 30 days in advance.
- Conduct a final planning committee meeting to confirm all plans.
- Confirm photographer’s schedule.
- Confirm hotel plans at least one day in advance.

Facility Process

Check-In and -Out

Streamline the process:

- Will the facility need additional personnel?
- Is electronic one-stop processing available?
- Is luggage storage and shuttle service available?
- Arrange parking for any special guests.
- Provide signage.

Registration Process

Registration is generally the attendees' introduction to the conference. Give it special attention by:

- Using directional signs.
- Placing especially attractive or important exhibits nearby.
- Planning for late arrivals.
- Using state-of-the-art processing.
- Checking out the registration capabilities of using GSA's electronic SmartPay System.
- Providing for handicapped attendees.

Conference Information Package

Each registrant should be given a conference information package. Used regularly during the conference, the conference information package should be accurate, beneficial, and reflect detailed information on a daily/hourly basis. If time allows, you may want to finalize the package and send it to the printer at least 4 weeks in advance of the starting date. The program will be widely used, so you may want to print twice as many copies of the program as you have expected attendees. The information package, for example, may contain:

- A list of everything in the package.
- A "welcome" letter.
- A schedule.
- Workshop agendas.
- Discussion of exhibits.
- Panelists' information.
- Photos and biographies of speakers/special guests.
- Facility layout and list of services available.
- Identify designated smoking areas.
- Special events.
- Message center information.
- Area map.
- Other pertinent material.

Note: Use of agency seal and conference logo may be considered for the conference package. However, the decision to use such items is strictly the judgment of agency officials.

Miscellaneous

Suggested Room Coordination

Plan ahead to setup:

- Staff room to handle core of activities;
- Meal functions;
- Exhibit rooms, and
- Meeting rooms—
 - Theatre or auditorium for lectures;
 - Facing speaker when note taking is important;
 - Square or U-shaped style for discussion/interaction; and

- Banquet or roundtable for discussion.

Keeping in Touch

Plan for:

- A message center to be set up in a central location for special announcements and telephone messages.
- How to reach whomever at all times—use beepers and walkie-talkies.
- Clear identification of conference staff.
- Accommodation of physically impaired attendees with sign language or other special needs.

Mementos

Appropriations are not available to purchase memento items for distribution to conference attendees as a remembrance of an event. Two notable exceptions to the memento or gift prohibition are under training and awards. Work closely with appropriate agency officials to make final determinations.

Resources

The following resources may be of assistance in planning a conference:

- An agency contracting officer;
- Travel Management Centers;
- Interagency Travel Management Committee members (a forum of agency travel policy managers—for member identification, contact your agency's administrative or financial office);
- State chambers of Commerce or Visitors Bureaus;
- Local chapters of the Society of Government Meeting Professionals; and
- Private industry conference planners.

Conclusion

Process:

- Questionnaires, which may provide invaluable feedback about the success of your conference.
- Training certificates.
- Thank you notes to participants, facility personnel, speakers, printers, photographers, and other special contributors.
- Summary to acknowledge the accomplishments, and to convey the information discussed to a wider audience, may be an excellent promotional tool.

Note to Appendix E: Use of pronouns "we", "you", and their variants throughout this appendix refers to the agency.

FEDERAL TRAVEL REGULATION

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter A—Introduction

Part 302-1—General Rules

Subpart A—Applicability

§302-1.1—Who is eligible for relocation expense allowances under this chapter?

§302-1.2—Who is not eligible for relocation expense allowances under this chapter?

Subpart B—[Reserved]

Part 302-2—Employee Eligibility Requirements

Subpart A—General Rules

§302-2.1—When may I begin my transfer or reassignment?

§302-2.2—May I relocate to my new official station before I receive a written travel authorization (TA)?

§302-2.3—What determines my entitlements and allowances for relocation?

§302-2.4—What is my effective transfer or appointment date?

§302-2.5—May I relocate from a location other than the location specified in my relocation travel authorization?

§302-2.6—May I be reimbursed for relocation expenses if I relocate to a new official station that is less than 50 miles from my old official station?

—Time Limits

§302-2.7—When may I begin my travel and transportation after receiving authorization to do so?

§302-2.8—When must I complete all aspects my relocation?

§302-2.9—If I am furloughed to perform active military duty, will I have to complete all aspects of the relocation within the time limitation?

§302-2.10—Does the 2-year time period in §302-2.8 include time that I cannot travel and/or transport my household effects due to shipping restrictions to or from my post of duty OCONUS?

§302-2.11—May the 2-year time limitation for completing all aspects of a relocation be extended?

—Service Agreements

§302-2.12—What is a service agreement?

§302-2.13—Am I required to sign a service agreement when transferring within or outside the continental United States or performing renewal agreement travel and what is the minimum period of service?

§302-2.14—Will I be penalized for violation of my service agreement?

§302-2.15—Must I provide my agency with my actual place of residence as soon as I accept a transfer/appointment OCONUS?

§302-2.16—Must I sign a service agreement for a “last move home” relocation?

§302-2.17—What happens if I fail to sign a service agreement?

§302-2.18—Can my service agreement be voided by a subsequent service agreement?

§302-2.19—If I have more than one service agreement, must I adhere to each agreement separately?

—Advancement of Funds

§302-2.20—May I receive an advance of funds for my travel and transportation expenses?

§302-2.21—What requirements must I meet to receive a travel advance?

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

Subpart B—Agency Responsibilities

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

- §302-2.101—When may we authorize reimbursement for relocation expenses?
- §302-2.102—Who must authorize and approve relocation expenses?
- §302-2.103—How must we administer the authorization for relocation of an employee?
- §302-2.104—What information must we provide on the TA?
- §302-2.105—When an employee transfers between Federal agencies, who is responsible for paying the employee's relocation expenses?
- §302-2.106—May we waive statutory or regulatory limitations relating to relocation allowances for employees relocating to/from remote or isolated locations?

—**Time Limits**

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

Subchapter B—Relocation Allowances

Part 302-3—Relocation Allowance by Specific Type

Subpart A—New Appointee

- §302-3.1—Who is a new appointee?
- §302-3.2—As a new appointee or student trainee what relocation expenses may my agency pay or reimburse me for incident to a permanent change of station to my first official station?
- §302-3.3—As a new appointee, are there any expenses that my agency will not pay?
- §302-3.4—If my agency authorizes me allowances for relocation, must it pay all of the expenses listed in §302-3.2?
- §302-3.5—If I travel to my first official station before I have been appointed, will I be reimbursed for my relocation expenses?

Subpart B—Transferred Employees

- §302-3.100—What is a transferred employee?
- §302-3.101—As a transferred employee what relocation allowances must my agency pay or reimburse me for incident to a permanent change of station?

Subpart C—Types of Transfers

—Relocation of Two or More Employed Immediate Family Members

- §302-3.200—When a member of my immediate family who is also an employee and I are transferring to the same official station, may we both receive allowances for relocation?
- §302-3.201—If my immediate family member and I both transfer to the same official station in the interest of the Government, may we both claim the same relocation expenses?
- §302-3.202—If my immediate family member and I both transfer to the same official station, may we both claim the same relocation allowances for the same non-employee family member?
- §302-3.203—If I am transferring in the interest of the Government and my employed immediate family member(s) transfer is not in the interest of the Government, will he/she receive relocation allowances?
- §302-3.204—When an employed immediate family member and I are transferring in the interest of the Government, what information must we submit to our agency?

—Reduction in Force Relocation

- §302-3.205—If my transfer is involuntary (due to i.e., reduction in force, cessation, or transfer of work), is it considered to be in the interest of the Government?
- §302-3.206—If I am re-employed after a separation by reduction in force or transfer of functions, may my agency pay me a relocation allowance?

—Overseas Assignment and Return

- §302-3.207—Am I eligible to receive relocation allowances for overseas assignment and return travel?
- §302-3.208—What relocation expenses will my agency pay for my overseas assignment and return?

—Overseas Tour Renewal Agreement

- §302-3.209—What is overseas tour renewal travel?
- §302-3.210—What is an overseas tour of duty?
- §302-3.211—What is an allowance for overseas tour renewal travel?
- §302-3.212—How do I know if I am eligible to receive an allowance for overseas tour renewal travel?
- §302-3.213—What allowances will I receive for tour renewal travel?
- §302-3.214—May I receive reimbursement for tour renewal travel when my travel is between two places within the United States?
- §302-3.215—Will I be reimbursed for tour renewal travel from a post of duty in Hawaii and return to a post of duty in Alaska or for such travel from a post of duty in Alaska and return to a post of duty in Hawaii?
- §302-3.216—When must I begin my first tour renewal travel from Alaska or Hawaii?
- §302-3.217—Will my family or I receive per diem for en route travel from my post of duty to my actual place of residence in the U.S.?
- §302-3.218—Are there any special circumstances when my agency may authorize me travel and transportation expenses for my tour renewal travel in Alaska or Hawaii?
- §302-3.219—Is there a limit on how many times I may receive reimbursement for tour renewal travel?
- §302-3.220—May my family and I travel to another U.S. location (other than from my actual place of residence) under my tour renewal agreement?
- §302-3.221—If I travel to another place in the U.S. (other than my actual place of residence) am I required to spend time at my actual place of residence to receive reimbursement?
- §302-3.222—Will I be reimbursed if I travel to another overseas location (instead of the U.S.)?
- §302-3.223—What happens if I violate my new service agreement under a tour renewal assignment?
- §302-3.224—If I violate my new service agreement, will the Government reimburse me for return travel and transportation to my actual place of residence?

—Prior Return of Immediate Family Members

- §302-3.225—If my immediate family member(s) return to the U.S. before me, will I be reimbursed for transporting part of my household goods with my family and the rest of my household goods when I return?
- §302-3.226—Will the Government reimburse me if I am not eligible to return with my immediate family member(s) to the U.S. and choose to send them at my own expense?
- §302-3.227—If I become divorced from my spouse while OCONUS will I receive reimbursement to return my former spouse and dependents to the U.S.?
- §302-3.228—Is my dependent who turned 21 while overseas entitled to return travel to my place of actual residence at the expense of the Government?

Subpart D—Relocation Separation**—Overseas to U.S. Return for Separation**

- §302-3.300—Must my agency pay for return relocation expenses for my immediate family and me once I have completed my duty OCONUS?
- §302-3.301—May I transport my household goods to a location other than my actual place of residence when I separate from the Government?
- §302-3.302—May my agency pay for my immediate family member(s) and my household goods to be returned to the U.S. before I complete my service agreement?
- §302-3.303—May I claim reimbursement for the return of my immediate family member(s) or household goods more than once under one service agreement?

—SES Separation for Retirement

- §302-3.304—Who is entitled to SES separation relocation allowances?
- §302-3.305—Who is not eligible for SES separation relocation expense allowances?
- §302-3.306—If I meet the conditions in §302-3.307, what expenses am I allowed under separation for retirement travel?
- §302-3.307—Under what conditions may I receive separation relocation travel for my family and me?
- §302-3.308—Do I have to provide my agency with any special documents before receiving reimbursement for moving expenses?
- §302-3.309—Where should my travel and transportation begin?
- §302-3.310—Where will I be authorized to separate?
- §302-3.311—May I receive reimbursement for travel and transportation from an alternate location other than the duty station?
- §302-3.312—Upon separation, if I elect to reside in a different geographical area which is less than 50 miles from my official station, will I receive reimbursement?
- §302-3.313—May I have my household goods transported from more than one location?
- §302-3.314—Is there a time limit when I must begin my travel and transportation upon separation?
- §302-3.315—May I be granted an extension on beginning my separation travel?

Subpart E—Employee’s Temporary Change of Station

- §302-3.400—What is a “temporary change of station (TCS)”?
- §302-3.401—What is the purpose of a TCS?
- §302-3.402—When am I eligible for a TCS?
- §302-3.403—Who is not eligible for a TCS?
- §302-3.404—Under what circumstances will my agency authorize a TCS?
- §302-3.405—If my agency authorizes a TCS, do I have the option of electing payment of per diem expenses under Part 301-11 of this title?
- §302-3.406—How long must my assignment be for me to qualify for a TCS?
- §302-3.407—What is the effect on my TCS reimbursement if my assignment lasts less than 6 months?
- §302-3.408—What is the effect on my TCS reimbursement if my assignment lasts more than 30 months?
- §302-3.409—Is there any required minimum distance between an official station and a TCS location that must be met for me to qualify for a TCS?
- §302-3.410—Must I sign a service agreement to qualify for a TCS?
- §302-3.411—What is my official station during my TCS?

—Expenses Paid Upon Assignment

- §302-3.412—What expenses must my agency pay?
- §302-3.413—Are there other expenses that my agency may pay?

—Expenses Paid During Assignment

- §302-3.414—If my agency authorizes a TCS, will it pay for extended storage of my household goods?
- §302-3.415—How long may my agency pay for extended storage of household goods?
- §302-3.416—Is there any limitation on the combined weight of household goods I may transport and store at Government expense?
- §302-3.417—Will I have to pay any income tax if my agency pays for extended storage of my household goods?
- §302-3.418—Will my agency pay for property management services when I am authorized a TCS?
- §302-3.419—For what property will my agency pay property management services?
- §302-3.420—How long will my agency pay for property management services?
- §302-3.421—What are the income tax consequences when my agency pays for property management services?

—Expenses Paid Upon Completion of Assignment or Upon Separation From Government Service

- §302-3.422—What expenses will my agency pay when I complete my TCS?

AMENDMENT 2010-07 NOVEMBER 29, 2010

Chapter 302—Relocation Allowances
Part 302-1—General Rules

§302-1.2

PART 302-1—GENERAL RULES

Authority: 5 U.S.C. 5738; 20 U.S.C. 905(a).

Subpart A—Applicability

Note to Subpart A: Use of pronouns “I”, “you”, and their variants throughout this subpart refers to the employee.

§302-1.1 Who is eligible for relocation expense allowances under this chapter?

You are generally eligible for relocation expense allowances under this chapter if you are:

- (a) A new appointee appointed to your first official station (as discussed in this chapter);
- (b) An employee transferring in the interest of the Government from one agency or duty station to another for permanent duty, and your new duty station is at least 50 miles distant from your old duty station (see §302-2.6 of this chapter);
- (c) An employee of the United States Postal Service transferred for permanent duty, under 39 U.S.C. 1006, from the Postal Service to an agency as defined in 5 U.S.C. 5721;
- (d) An employee performing travel in accordance with your overseas tour renewal agreement (see §§302-3.209 through 302-3.224 of this chapter);
- (e) An employee returning to his/her place of residence after completion of a prescribed tour of duty for the purposes of separation from Government service or separation from the overseas assignment for reassignment to the same or different Government agency;
- (f) A student trainee assigned to any position upon completion of college work;

(g) An employee eligible for a “last move home” benefit upon separation from the Government (and your immediate family in the event of your death prior to separation or after separation but prior to relocating);

(h) A Department of Defense overseas dependents school system teacher;

(i) A career appointee to the Senior Executive Service (SES) as defined in 5 U.S.C. 3132(a)(4), and a prior SES appointee who is returning to your official residence for separation and who will be retaining SES retirement benefits; or

(j) An employee that is being assigned to a temporary duty station in connection with long-term assignment.

§302-1.2 Who is not eligible for relocation expense allowances under this chapter?

You are not eligible to receive relocation expense allowances under this chapter if you are:

(a) A Foreign Service Officer or a Federal employee transferred under the rules of the Foreign Service Act of 1980, as amended;

(b) An officer or an employee transferred under the Central Intelligence Act of 1949, as amended;

(c) A person whose pay and allowances are prescribed under title 37 U.S.C., “Pay and Allowances of the Uniformed Services;”

(d) An employee of the Department of Veterans Affairs (VA) to whom 38 U.S.C. 235 applies; or

(e) A person not covered in §302-1.1.

Subpart B—[Reserved]

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AMENDMENT 2010-07 NOVEMBER 29, 2010

PART 302-2—EMPLOYEE ELIGIBILITY REQUIREMENTS

Authority: 5 U.S.C. 5738; 20 U.S.C. 905(a).

Subpart A—General Rules

Note to Subpart A: Use of pronouns “I”, “you”, and their variants throughout this subpart refers to the employee.

§302-2.1 When may I begin my transfer or reassignment?

You may begin your transfer or reassignment only after your agency has approved your travel authorization (TA) in writing (paper or electronic).

§302-2.2 May I relocate to my new official station before I receive a written travel authorization (TA)?

No, you must have the written TA (paper or electronic) before you relocate to your new official station.

§302-2.3 What determines my entitlements and allowances for relocation?

Your entitlements and allowances for relocation are determined by the regulatory provisions that are in effect at the time you report for duty at your new official station. However, this does not change the requirement that all aspects of a relocation must be completed by time specified in §§302-2.7 through 302-2.11.

§302-2.4 What is my effective transfer or appointment date?

Your effective transfer or appointment date is the date on which you report for duty at your new or first official station, respectively.

§302-2.5 May I relocate from a location other than the location specified in my relocation travel authorization?

Yes, you may relocate from a place other than from where you are authorized. However, you will be required to pay all additional costs incurred for expenses above your authorized travel and transportation cost.

§302-2.6 May I be reimbursed for relocation expenses if I relocate to a new official station that is less than 50 miles from my old official station?

Generally no; you may not be reimbursed for relocation expenses if you relocate to a new official station that is less than 50 miles from your old official station, unless the head of the agency or designee authorizes an exception. On a case-by-case basis and having considered the following criteria, the head of your agency or designee may authorize the reim-

bursement of relocation expenses of less than 50 miles when he/she determines that it is in the interest of the Government: and

(a) The one way commuting pattern between the old and new official station increases by at least 10 miles but no more than 50 miles; or

(b) There is an increase in the commuting time to the new official station; or

(c) A financial hardship is imposed due to increased commuting costs.

Time Limits

§302-2.7 When may I begin my travel and transportation after receiving authorization to do so?

You and your immediate family member(s) may begin travel immediately upon receipt of your authorized TA.

§302-2.8 When must I complete all aspects my relocation?

You and your immediate family member(s) must complete all aspects of your relocation within two years from the effective date of your transfer or appointment, except as provided in §302-2.9 or 302-2.10.

§302-2.9 If I am furloughed to perform active military duty, will I have to complete all aspects of the relocation within the time limitation?

No, if you are furloughed to perform active military duty, the 2-year period to complete all aspects of relocation is exclusive of time spent on furlough for active military service.

§302-2.10 Does the 2-year time period in §302-2.8 include time that I cannot travel and/or transport my household effects due to shipping restrictions to or from my post of duty OCONUS?

No, the 2-year time period in §302-2.8 does not include time that you cannot travel and/or transport your household effects due to shipping restriction to or from your post of duty OCONUS.

§302-2.11 May the 2-year time limitation for completing all aspects of a relocation be extended?

Yes, the 2-year time limitation for completing all aspects of a relocation may be extended by your Agency for up to 2 additional years, but only if you have received an extension under §302-11.22.

Service Agreements

§302-2.12 What is a service agreement?

A service agreement is a written agreement between you and your agency, signed by you and an agency representative, stating that you will remain in the service of the Government for a period of time as specified in §302-2.13, after you have relocated.

§302-2.13 Am I required to sign a service agreement when transferring within or outside the continental United States or performing renewal agreement travel and what is the minimum period of service?

Yes, you are required to sign a service agreement when transferring within or outside the continental United States or performing renewal agreement travel. The minimum periods of service are:

(a) Within the continental United States for a period of service of not less than 12 months following the effective date of your transfer;

(b) Outside the continental United States for an agreed upon period of service of not more than 36 months or less than 12 months following the effective date of transfer;

(c) Department of Defense Overseas Dependent School System teachers for a period of not less than one school year as determined under chapter 25 of Title 20, United States Code; and

(d) For renewal agreement travel a period of not less than 12 months from the date of return to the same or different overseas official station.

§302-2.14 Will I be penalized for violation of my service agreement?

Yes, if you violate a service agreement (other than for reasons beyond your control and which must be accepted by your agency), you will have incurred a debt due to the Government and you must reimburse all costs that your agency has paid towards your relocation expenses including withholding tax allowance (WTA) and relocation income tax (RIT) allowance.

§302-2.15 Must I provide my agency with my actual place of residence as soon as I accept a transfer/appointment OCONUS?

Yes, if you accept a transfer/appointment to an OCONUS location, you must immediately provide your agency with the information needed to determine your actual place of residence and to document it into your service agreement.

§302-2.16 Must I sign a service agreement for a “last move home” relocation?

No, you do not need to sign a service agreement for a “last move home” relocation.

§302-2.17 What happens if I fail to sign a service agreement?

If you fail to sign a service agreement, your agency will not pay for your relocation expenses.

§302-2.18 Can my service agreement be voided by a subsequent service agreement?

No, service agreements which are already in effect cannot be voided by subsequent service agreements.

§302-2.19 If I have more than one service agreement, must I adhere to each agreement separately?

Yes, service agreements can not be grouped together and must be adhered to separately. Each agreement is in effect for the period specified in the agreement.

Advancement of Funds

§302-2.20 May I receive an advance of funds for my travel and transportation expenses?

Yes, you may receive an advance of funds for your travel and transportation expenses, as prescribed by your agency, except for overseas tour renewal agreement travel.

§302-2.21 What requirements must I meet to receive a travel advance?

Your relocation travel authorization must authorize you to receive a travel advance.

§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.

as your dependent under your TA, but not beyond the end of your current agreed tour of duty.

Subpart D—Relocation Separation

Overseas to U.S. Return for Separation

§302-3.300 Must my agency pay for return relocation expenses for my immediate family and me once I have completed my duty OCONUS?

Yes, once you have completed your duty OCONUS as specified in your service agreement, your agency must pay one-way transportation expenses for you, for your family member(s), and for your household goods.

§302-3.301 May I transport my household goods to a location other than my actual place of residence when I separate from the Government?

Yes, if you have successfully completed your service agreement, you may transport your household goods to a location other than your actual place of residence when you separate from the Government. However, the cost cannot exceed what it would cost to your actual place of residence. Any additional cost will be borne by you.

§302-3.302 May my agency pay for my immediate family member(s) and my household goods to be returned to the U.S. before I complete my service agreement?

Yes, your agency may pay for your immediate family member(s) and your household goods to be returned to the U.S. before you complete your service agreement. However, your reason for not completing your service agreement must be determined by your agency as compassionate in nature or for circumstances beyond your control.

§302-3.303 May I claim reimbursement for the return of my immediate family member(s) or household goods more than once under one service agreement?

No, you cannot claim reimbursement for the return of your immediate family member(s) or household goods more than once under one service agreement.

SES Separation for Retirement

§302-3.304 Who is entitled to SES separation relocation allowances?

You are entitled to SES separation relocation allowances if you meet the conditions in [§302-3.307](#) and you are:

- (a) A career appointee to the SES as defined in 5 U.S.C. 3132(a)(4); or
- (b) A non-SES appointee who elects to retain SES retirement benefits and:

- (1) Has a basic rate of pay at Level V of the Executive Schedule or higher; or

- (2) Was previously a career appointee in the SES; or

- (3) Elected under 5 U.S.C. 3392(c) to retain SES retirement benefits; or

- (c) A Medical Center Director who:

- (1) Served as a director of a Department of Veterans Affairs medical center under 38 U.S.C. 4103(a)(8) as in effect on November 17, 1988; or

- (2) Separated from Government service on or after October 2, 1992; or

Is not covered in [paragraph \(a\)](#) or [\(b\)](#) of this section; or

- (d) An immediate family member of an SES employee who died:

- (1) In Government service on or after January 1, 1994;

or

- (2) After separating from Government service but before travel and/or transportation authorized under this subpart were completed.

§302-3.305 Who is not eligible for SES separation relocation expense allowances?

You are not eligible for SES separation relocation expense allowances if:

- (a) You are a career appointee to an SES position, and your appointment is a limited term, limited emergency, or a noncareer appointment. (See 5 U.S.C. 3132(a)(5) through (7)); or

- (b) You are an appointee to the Government but do not meet the criteria status within [§302-3.304](#).

§302-3.306 If I meet the conditions in [§302-3.307](#), what expenses am I allowed under separation for retirement travel?

If you meet the conditions in [§302-3.307](#), see item 7 of Tables A and C in [§302-3.101](#).

§302-3.307 Under what conditions may I receive separation relocation travel for my family and me?

You may receive separation relocation travel for you and your family if:

- (a) You are a career appointee as defined in 5 U.S.C. 3132(a)(4), and you were transferred or reassigned geographically in the interest of and at the expense of the Government from one official station to another for permanent duty from:

- (1) An SES career appointment to another SES career appointment; or

- (2) An SES career appointment to an appointment outside the SES at a rate of pay equal to or higher than Level V of the Executive Schedule, and the employee elects to retain SES retirement benefits under 5 U.S.C. 3392; or

- (3) A non-SES career appointment at the time of your transfer or assignment, which includes an appointment in a

civil service position outside the SES, to an SES career appointment;

(b) At the time of the transfer or reassignment:

(1) You were eligible to receive an annuity for optional retirement under section 8336(a), (b), (c), (e), (f), or (j) or subchapter III of chapter 83 (Civil Service Retirement System (CSRS)) or under section 8412 of subchapter II of chapter 84 (Federal Employees Retirement System (FERS)) of title, 5 U.S.C.; or

(2) You were within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in paragraph (b)(1) of this section; or

(3) You were eligible to receive an annuity based on discontinued service retirement or early voluntary retirement under an OPM authorization, under section 8336(d) of subchapter III of chapter 83, or under 8414(b) of subchapter II of chapter 84 of title 5 U.S.C.;

(c) You separate from Federal service on or after September 22, 1988;

(d) You are eligible to receive an annuity upon separation (or, in the case of death, you met the requirements for being considered eligible to receive an annuity, as of the date of death) under the provisions of subchapter III of chapter 83 (CSRS) or chapter 84 (FERS) of title 5 U.S.C., including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under an OPM authorization, or disability retirement; and

(e) You have not previously received separation relocation benefits from the Government for retirement.

§302-3.308 Do I have to provide my agency with any special documents before receiving reimbursement for moving expenses?

Yes, before receiving reimbursement for moving expenses, you must submit a request to your agency for authorization and approval of your moving expenses with your tentative moving dates and the origin and destination location of your planned move, within the timeframe and format specified by your agency.

§302-3.309 Where should my travel and transportation begin?

Your travel and shipment of your HHG should begin from your last official station.

§302-3.310 Where will I be authorized to separate?

You will be authorized to separate at the place where you have chosen to reside within the United States.

§302-3.311 May I receive reimbursement for travel and transportation from an alternate location other than the duty station?

You will only be reimbursed for expenses up to the cost of travel and transportation expenses from your authorized official station to the place in the U.S. you have elected to reside. Any additional cost you will have to pay.

§302-3.312 Upon separation, if I elect to reside in a different geographical area which is less than 50 miles from my official station, will I receive reimbursement?

No, if upon separation you elect to reside in a different geographical area which is less than 50 miles from your official station, you will not receive reimbursement.

§302-3.313 May I have my household goods transported from more than one location?

Yes, you may have your household goods transported from more than one location. However, you will only receive reimbursement based on the cost of shipment from your official station, in one lot by the most economical route to the location where you elect to return. You will have to pay for any cost above what is authorized.

§302-3.314 Is there a time limit when I must begin my travel and transportation upon separation?

Yes, all travel and transportation of household goods must begin no later than six months after:

Your date of separation; or

The date of death of the employee who died before separation.

§302-3.315 May I be granted an extension on beginning my separation travel?

Your agency may grant you or your family member (in case of your death) an extension on beginning your separation travel, not to exceed 2 years from your effective date of separation or death if you died before separating.

Subpart E—Employee’s Temporary Change of Station

§302-3.400 What is a “temporary change of station (TCS)”?

A TCS means the relocation to a new official station for a temporary period while performing a long-term assignment, and subsequent return to the previous official station upon completion of that assignment.

§302-3.401 What is the purpose of a TCS?

A TCS provides agencies an alternative to a long-term temporary duty travel assignment which will increase your

AMENDMENT 2010-07 NOVEMBER 29, 2010

Chapter 302—Relocation Allowances

Part 302-7—Transportation and Temporary Storage of Household Goods and Professional Books, Papers, and Equipment (PBP&E)

§302-7.8

PART 302-7—TRANSPORTATION AND TEMPORARY STORAGE OF HOUSEHOLD GOODS AND PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

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.

Subpart A—General Rules

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

§302-7.1 Who is eligible for the transportation and temporary storage of household goods (HHG) at Government expense?

The following are eligible for the transportation and temporary storage of household goods (HHG) at Government expense when a relocation has been determined to be in the interest of the Government:

- (a) An employee transferred between official stations, within or outside the continental United States (CONUS);
- (b) A new appointee to his/her first official station within or outside the CONUS;
- (c) An employee being returned to CONUS for separation from an outside CONUS assignment, after completion of an agreed upon period of services;
- (d) An SES employee authorized last move home benefits under §302-3.304 of this chapter;
- (e) An employee authorized a temporary change of station (TCS).

§302-7.2 What is the maximum weight of HHG that may be transported or stored at Government expense?

The maximum weight allowance of HHG that may be shipped or stored at Government expense is 18,000 pounds net weight.

§302-7.3 May HHG be transported or stored in more than one lot?

Household goods may be transported and stored in multiple lots, however, your maximum HHG weight allowance is based upon shipping and storing all HHG as one lot.

§302-7.4 Does the weight of any professional books, papers and equipment (PBP&E) count against the 18,000 pound HHG weight limitation?

Yes, the weight on any PBP&E is generally part of and not in addition to the 18,000 pound HHG weight limitation. However, if the weight of any PBP&E causes the lot to exceed 18,000 pounds, the PBP&E may be transported to the new duty station as an administrative expense of the agency. Authorization for such shipment is granted solely at the dis-

cretion of the agency and subject to its policies governing such shipment.

§302-7.5 May the 18,000 pound HHG weight limitation be increased if PBP&E are transported as an administrative expense to the agency?

No, the 18,000 pound HHG weight limitation is mandated by statute and cannot be exceeded. Shipments of PBP&E as an administrative expense to the agency are not subject to the HHG maximum weight allowance.

§302-7.6 What are the authorized origin and destination points for the transportation of HHG and PBP&E.

The authorized origin and destination points for the transportation of HHG and PBP&E varies by category of employee and are as follows:

Transportation of HHG and PBP&E	
Category of Employee	Authorized Origin/Destination
(a) Employee transferred between official stations.	Between the old and new official station.
(b) New appointee.	From place of actual residence to new official station.
(c) Employee returning from outside CONUS assignment for separation from Government service.	Last official station to place of actual residence.
(d) SES last move home benefits.	From last official station to place of selection.
(e) Temporary change of official station (TCS).	From current official station to TCS location and return.

§302-7.7 May the origin and destination points be other than that prescribed in §302-7.6?

Yes, shipments may originate or terminate at any location; however, your reimbursement is limited to the cost of transporting the property in one lot from the authorized origin to the authorized destination.

§302-7.8 Is there a time limit for the temporary storage of an authorized HHG shipment?

The initial period of temporary storage at Government expense shall not exceed 90 days in connection with any authorized HHG shipment. The HHG may be placed in temporary storage at origin, in transit, at destination, or any combination thereof. However, upon your written request, an additional 90 days may be authorized by the designated agency official. In no case may the maximum time limit for temporary storage exceed 180 days.

§302-7.9 What are some reasons that would justify the additional storage beyond the initial 90-day limit?

Reasons for justifying temporary storage beyond the initial 90-day limit include, but are not limited to:

- (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; or
- (f) Similar reasons.

§302-7.10 Is property acquired en route eligible for transportation at Government expense?

No, property acquired en route will not be eligible for transportation at Government expense.

§302-7.11 What is the Government's liability for loss or damage to HHG?

The Government's liability for loss or damage to HHG is determined by your agency under title 31 U.S.C. 3721-3723 and agency implementing rules and regulations issued pursuant to the law.

§302-7.12 What are the various methods of shipping HHG and how is the weight determined for each type of shipment?

HHG should be shipped by the most economical method available. The various methods of shipment and weight calculations include the following:

Method of Shipment	How weight of shipment is determined
(a) Uncrated (shipped in HHG movers van or similar conveyance)	The net weight will be shown on the bill of lading or weight certificate attached and includes the weight of barrels, boxes, cartons, and similar material used in packing, but does not include pads, chains, dollies and other equipment to load and secure the shipment.
(b) Crated shipments	When crated the net weight will not include the weight of the crating material. The net weight will be computed as being 60 percent of the gross weight. However, if the net weight computed in this manner exceeds the applicable weight limitation and if it is determined that, for reasons beyond the employee's control, unusually heavy crating and packing materials were necessarily used, the net weight may be computed at less than 60 percent of the gross weight.
(c) Containerized shipments (Special containers designed, e.g., lift vans, CONEX transporters, HHG shipping boxes, for repeated use)	When the known tare weight does not include the weight of interior bracing and padding materials but only the weight of the container, the net weight will be 85 percent of the gross weight less the weight of the container. If the known tare weight includes such material, so that the net weight is the same as it would be for uncrated shipments in interstate commerce, the net weight will not be subject to reduction.
(d) Constructive weight	If adequate scales are not available at origin, en route or at destination, a constructive weight based on 7 pounds per cubic foot of properly loaded van space may be used. Such weight may be used for a part-load when its weight could not be obtained, without first unloading it or other part-loads being carried in the same vehicle or when the HHG are not weighed because the carrier's charges for local or metropolitan area moves are properly computed on the basis other than weight or volume of the shipment (as when payment is based on an hourly rate and distance involved). In such instances a statement from the carrier showing the properly loaded van space required for the shipment should be obtained with respect to proof of entitlement to a commuted rate payment when net weight cannot be shown.

§302-7.13 What methods of transporting and paying for the movement of HHG, PBP&E and temporary storage are authorized?

There are two authorized methods of transporting and paying for the movement of HHG, PBP&E and temporary storage. Your agency will determine which of the following methods will be authorized.

- (a) Commuted Rate System. Under the commuted rate system you assume total responsibility for arranging and paying for, at least the following services: packing/unpacking, crating/uncrating, pickup/deliver, weighing, line-haul, drayage, and temporary storage of your HHG and PBP&E with a

commercial HHG carrier or by renting self drive equipment for a do-it-yourself move. When any PBP&E is transported as an administrative expense of your agency, all arrangements (e.g., packing/unpacking, pickup/delivery, weighing, temporary storage, etc.) will be handled and paid for by your agency.

- (b) Actual Expense Method. Under the actual expense method, your agency assumes the responsibility for arranging and paying for all aspects (e.g., packing/unpacking, pickup/delivery, weighing, line-haul, drayage, temporary storage, etc.) of transporting your HHG and PBP&E with a commercial HHG carrier.

AMENDMENT 2010-07 NOVEMBER 29, 2010

PART 302-11—ALLOWANCES FOR EXPENSES INCURRED IN CONNECTION WITH RESIDENCE TRANSACTIONS

Authority: 5 U.S.C. 5738 and 20 U.S.C. 905(c).

Subpart A—General Rules

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

§302-11.1 What is the purpose of an allowance for expenses incurred in connection with residence transactions?

The purpose of an allowance for expenses incurred in connection with residence transaction is to reimburse you when you transfer from an old official station to a new official station for expenses that you incur due to:

- (a) The sale of one residence at your old official station, and/or the purchase of a residence at your new official station; or
- (b) The settlement expenses for a lease which has not expired on your residence or mobile home lot which is used as your permanent residence at your old official station.

§302-11.2 Am I eligible to receive an allowance for expenses incurred in connection with my residence transactions?

You are eligible to receive an allowance for expenses incurred in connection with your residence transactions under this subpart if you have signed a service agreement as specified in Subpart D of Part 302-3 of this chapter, and you are performing a permanent change of station where:

- (a) Your old and new official stations are within the United States; or
- (b) You transferred from an official station in the United States to a foreign area, and you are now transferring back to the United States and:
 - (1) You have completed your service agreement time period for your overseas tour of duty; and
 - (2) You are assigned to an official station in the United States that is more than 50 miles from your last official station in the United States, unless authorized otherwise in accordance with §302-2.6 of this chapter.

§302-11.3 Must I sign a service agreement before receiving residence transaction allowances?

Yes, you must sign a service agreement before receiving residence transaction allowances.

§302-11.4 Who is not eligible to receive an allowance for expenses incurred in connection with residence transactions?

You are not eligible to receive an allowance for expenses incurred in connection with residence transactions under this subpart if you are:

- (a) A new appointee; or
- (b) An employee assigned under the Government Employees Training Act (5 U.S.C. 4109).

§302-11.5 To be reimbursed for expenses incurred in my residence transactions, must I occupy the residence at the time I am notified of my transfer?

Yes, to be reimbursed for expenses incurred in your residence transactions, you must occupy the residence at the time you are notified of your transfer, unless your transfer is from a foreign area to an official station within the United States other than the one you left when you transferred out of the United States, as specified in §302-11.2(b).

§302-11.6 For which expenses will I be reimbursed if I qualify for a residence transaction expense allowance?

If you qualify for a residence transaction expense allowance, you may be reimbursed for the:

- (a) Expenses of selling your old residence and purchasing a new residence in the United States; or
- (b) Settlement of an unexpired lease at your old official station in the United States from which transferred to another official station in the United States or when assigned to a foreign post of duty; and
- (c) Expenses of purchasing a new residence in the United States upon return to the United States upon completion of the foreign tour of duty and the return is to a different official station, and is 50 miles distance from the official station which you transferred from.

§302-11.7 When are expenses for my settlement of an unexpired lease reimbursable?

When your unexpired lease (including month to month) is for residence quarters at your old official station, you may be reimbursed for settlement expenses for an unexpired lease, including but not limited to broker's fees for obtaining a sublease or charges for advertising if:

- (a) Applicable laws or the terms of the lease provide for payment of settlement expenses; or
- (b) Such expenses cannot be avoided by sublease or other arrangement; or
- (c) You have not contributed to the expenses by failing to give appropriate lease termination notice promptly after you have definite knowledge of your transfer; or

(d) The broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

§302-11.8 Must I sell a residence at the old official station to be eligible to purchase a residence at the new official station?

No, you do not have to sell the residence at your old official station to be eligible for residence purchase transactions at your new official station.

Time Limitations

§302-11.21 How long do I have to submit my claim for reimbursement of expenses incurred in connection with my residence transactions?

Your claim for reimbursement should be submitted to your agency as soon as possible after the transaction occurred. However, the settlement dates for the sale and purchase or lease termination transactions for which reimbursement is requested must occur not later than 2 years after the day you report for duty at your new official station. (See §302-11.23)

§302-11.22 May the 2-year time limitation be extended by my agency?

Yes, your agency may extend the 2-year limitation for up to two additional years for reason beyond your control and acceptable to the agency.

§302-11.23 When must I request to have my initial time period extended?

To have your initial time period extended, you must submit a request to your agency not later than 30 calendar days after the expiration date unless this 30-day period is specifically extended by your agency.

Subpart B—Title Requirements

§302-11.100 For which residence may I receive reimbursement for under this subpart?

You may receive reimbursement for the one residence from which you regularly commute to and from work on a daily basis and which was your residence at the time you were officially notified by competent authority to transfer to a new official station.

§302-11.101 Must the title to the property for which I am requesting an allowance for residence transactions be in my name?

The title to the property for which you are requesting an allowance for residence transaction must be:

- (a) Solely in your name; or

- (b) Solely in the name of one or more of your immediate family members; or

- (c) Jointly in your name and in the name of one or more of your immediate family members.

§302-11.102 How will the Government determine who holds title to my property?

The Government will determine who holds title to your property based on:

- (a) Whose name(s) actually appears on your title document (e.g., the deed); or

- (b) Who holds equitable title interest in your property as specified in §302-11.105.

§302-11.103 How will I be reimbursed if I or a member of my immediate family do not hold full title to the property for which I am requesting reimbursement?

If you or a member of your immediate family do not hold full title to the property for which you are requesting reimbursement, you will be reimbursed on a pro rata basis to the extent of your actual title interest plus your equitable title interest in the residence.

§302-11.104 When must I and/or a member(s) of my immediate family have acquired title interest in my residence to be eligible for the allowance for expenses incurred in connection with the sale of my residence?

To be eligible for the allowance for expenses incurred in connection with the sale of your residence, you and/or a member(s) of your immediate family must have acquired title or equitable title interest in the residence as illustrated in the following table:

Type of Transfer	Date
(1) Between official stations in the United States.	(1) Prior to the date first notified of the transfer.
(2) Returning from completion of an foreign tour of duty to a different official station in the United States, which is 50 miles distance from the official station from which transferred to the foreign official station.	(2) Prior to the date notified that you would be transferred to a different location in the United States, which is 50 miles distance from the official station you transferred from to the foreign area.

§302-11.105 How is it determined if I hold "equitable title interest" in my residence?

"Equitable title interest" in your residence is determined by your agency if:

- (a) The title is held in trust, and:

- (1) The property is your residence;

- (2) You and/or a member(s) of your immediate family are the only beneficiary(ies) of the trust during either of your lifetimes;

AMENDMENT 2010-07 NOVEMBER 29, 2010

Chapter 303—Payment of Expenses Connected With the Death of Certain Employees
Part 303-70—Agency Requirements for Payment of Expenses Connected With the Death of Certain Employees §303-70.300

PART 303-70—AGENCY REQUIREMENTS FOR PAYMENT OF EXPENSES CONNECTED WITH THE DEATH OF CERTAIN EMPLOYEES

Authority: 5 U.S.C. 5721-5738; 5741-5742; E.O. 11609, 3 CFR, 1971-1975 Comp., p. 586.

Subpart A—General Policies

§303-70.1 When must we authorize payment of expenses related to an employee's death?

When, at the time of death, the employee was:

- (a) On official travel; or
- (b) Performing official duties outside CONUS; or
- (c) Absent from duty as provided in §303-70.3; or
- (d) Reassigned away from his/her home of record under a mandatory mobility agreement.

§303-70.2 Must we pay death-related expenses when the employee's death is not work-related?

Yes, provided the requirements in §303-70.1 are met.

§303-70.3 Must we pay death-related expenses for an employee who dies while on leave, or who dies on a nonworkday while on TDY or stationed outside CONUS?

Yes. However, payment cannot exceed the amount allowed if death had occurred at the temporary duty station or at the official station outside CONUS.

§303-70.4 May we pay death-related expenses under this chapter if the same expenses are payable under other laws of the United States?

No.

Note to Subpart A: When an employee dies from injuries sustained while performing official duty, death-related expenses are payable under the Federal Employees' Compensation Act (FECA), 5 U.S.C. 8134. For further information contact the

Department of Labor,
Federal Employees' Compensation Division,
200 Constitution Avenue, NW,
Washington, DC 20210.

Subpart B—General Procedures

§303-70.100 May we pay the travel expenses for an escort for the remains of a deceased employee?

Yes, in accordance with §§303-70.600 through 303-70.602.

§303-70.101 Must we provide assistance in arranging for preparation and transportation of employee remains?

Yes.

Subpart C—Allowances for Preparation and Transportation of Remains

§303-70.200 What costs must we pay for preparation and transportation of remains?

All actual costs including but not limited to:

- (a) Preparation of remains:
 - (1) Embalming or cremation;
 - (2) Necessary clothing;
 - (3) A casket or container suitable for shipment to place of burial;
 - (4) Expenses necessary to comply with local laws at the port of entry in the United States; and
 - (b) Transportation of remains by common carrier (that is normally used for transportation of remains), hearse, other means, or a combination thereof, from the temporary duty station or official station outside CONUS to the employee's residence, official station, or place of burial, including but not limited to:
 - (1) Movement from place of death to a mortuary and/or cemetery;
 - (2) Shipping permits;
 - (3) Outside case for shipment and sealing of the case if necessary;
 - (4) Removal to and from the common carrier; and
 - (5) Ferry fares, bridge tolls, and similar charges.

Note to §303-70.200: Costs for an outside case are not authorized for transportation by hearse. Costs for transportation by hearse or other means cannot exceed the cost of common carrier (that is normally used for transportation of remains). Transportation costs to the place of burial cannot exceed the actual cost of transportation to the employee's residence.

Subpart D—Transportation of Immediate Family Members, Baggage, and Household Goods

§303-70.300 Must we pay transportation costs to return the deceased employee's baggage?

Yes, you must pay transportation costs to return the deceased employee's baggage to his/her official station or residence. However, you may not pay insurance of or reimbursement for loss or damage to baggage.

§303-70.301 Are there any limitations on the baggage we may transport?

Yes. You may only transport government property and the employee's personal property.

§303-70.302 When the employee dies at or while in transit to or from his/her official station outside CONUS, must we return the employee's immediate family, baggage and household goods to the residence or alternate destination?

Yes. However, your agency head or his/her designated representative must approve the family's election to return to an alternate destination, and the allowable expenses cannot exceed the cost of transportation to the decedent's residence. Travel and transportation must begin within one year from the date of the employee's death. A one-year extension may be granted if requested by the family prior to the expiration of the one-year limit.

§303-70.303 Must we continue payment of relocation expenses for an employee's immediate family if the employee dies while in transit to his/her new duty station within CONUS?

Yes, if the immediate family chooses to continue the relocation, you must continue payment of relocation expenses for the immediate family if the immediate family was included on the employee's relocation travel orders. (See §303-70.305.)

§303-70.304 Must we continue payment of relocation expenses for an employee's immediate family if the employee dies after reporting to the new duty station within CONUS, but the family was in transit to the new duty station or had not begun its en route travel?

Yes, if the immediate family chooses to continue the relocation, you must continue payment of relocation expenses for the immediate family if the immediate family was included on the employee's relocation travel orders. (See §303-70.305.)

§303-70.305 What relocation expenses must we authorize for the immediate family under §§303-70.303 and 303-70.304?

When the immediate family chooses to continue the relocation, the following expenses must be authorized:

- (a) Travel to the new duty station; or
- (b) Travel to an alternate destination, selected by the immediate family, not to exceed the remaining constructive cost of travel to the new duty station.
- (c) Temporary quarters not to exceed 60 days, to be paid at the per diem rate for an unaccompanied spouse and immediate family.
- (d) Shipment of household goods to the new or old duty station, or to an alternate destination selected by the immediate family. However, the cost may not exceed the constructive

cost of transportation between the old and the new duty stations.

(e) Storage of household goods not to exceed 90 days.

(f) Reimbursement of real estate expenses incident to the relocation.

(g) Shipment of POV to the new or old duty station, or to an alternate destination, selected by the immediate family. However, the cost may not exceed the constructive cost of transportation between the old and the new duty stations.

Subpart E—Preparation and Transportation Expenses for Remains of Immediate Family Members**§303-70.400 When an immediate family member, residing with the employee, dies while the employee is stationed outside CONUS, must we furnish mortuary services?**

Yes, if requested by the employee and when:

(a) Local commercial mortuary facilities or supplies are not available; or

(b) The cost of available mortuary facilities or supplies are prohibitive as determined by your agency head.

Note to §303-70.400: The employee must reimburse you for all furnished mortuary facilities and supplies.

§303-70.401 When an immediate family member, residing with the employee, dies while the employee is stationed outside CONUS, must we pay expenses to transport the remains?

Yes, if requested by the employee, payment must be made to transport the remains to the residence of the immediate family member. The employee may elect an alternate destination, which must be approved by your agency head or his/her designated representative. In that case, the allowable expenses cannot exceed the cost of transportation to the decedent's residence.

§303-70.402 When an immediate family member, residing with the employee, dies while the employee is stationed outside CONUS, may we pay burial expenses?

No.

§303-70.403 When a family member, residing with the employee, dies while in transit to or from the employee's duty station outside CONUS, must we furnish mortuary services and/or transportation of the remains?

You must furnish transportation if requested by the employee. You must follow the guidelines in §303-70.401 for