



U.S. Department  
of Transportation

Maritime  
Administration

# MANUAL OF ORDERS

## MARITIME ADMINISTRATIVE ORDER

REVOKES

NO. 350-1

Amendment 8

EFFECTIVE DATE

September 28, 2004

SUBJECT

### OFFICIAL TRAVEL

The purpose of this amendment is to prescribe limitations on the amounts the Maritime Administration may reimburse employees in connection with the sale of one residence at the employee's old duty station or purchase of a residence at the employee's new duty location, or the settlement for a lease which has not expired on the employee's residence or mobile home lot which is used as the employee's permanent residence at the old official station. These limitations are necessary to prevent the Maritime Administration from expending more than necessary Government resources on such transactions.

Accordingly, paragraph 3.08 1(1) is amended to read as follows:

1 Associate Administrator for Administration, Deputy Associate Administrator for Administration, and Director, Office of Personnel:

- (1) All changes of duty station (including to, from, and between foreign areas and field locations) and appointments to, and return from, foreign areas. The following limitations are established for reimbursement of aggregate expenses incurred in connection with residence transactions (Note the reimbursement of residence related expenses is not authorized for assignments under the Government Employees Training Act (5 U.S.C. 4109)):

<u>Transaction</u>	<u>Maximum Reimbursement Authorized</u>
Sale of one residence at old duty station	10% of actual sale price or \$50,000, whichever is the smaller amount
Purchase of one residence at new duty station	5% of purchase price or \$25,000 whichever is the smaller amount
Settlement for a lease which has not expired on the employee's residence or mobile home lot which is used as the employee's permanent residence at the old official station	2.5% of the settlement cost or \$2,500 whichever is the smaller amount

Captain William G. Schubert  
Maritime Administrator