

Employees on the Move

*A Handbook on Travel and Transportation Benefits
for Relocating Employees*

U.S. Fish & Wildlife Service



Table of Contents

Section	Page
A Memo from the Assistant Director, Business Management and Operations.....	ii
Regional PCS Coordinator Contact Information	iii
1.0 Beginning Your Permanent Change of Station Move	1
1.1 Determining Your Entitlements	2
1.2 Paying for Your Permanent Change of Station Move	8
1.3 Extension of PCS Move	10
2.0 Taking a Househunting Trip before Your Move	13
2.1 Determining Your Eligibility to Take a Househunting Trip	13
2.2 Determining Your Allowable Costs	14
3.0 Selling Your House	19
3.1 Determining Your Eligibility	19
3.2 Reimbursable Expenses	19
3.3 Non-reimbursable Expenses	20
3.4 Determining How to Sell Your House	21
3.5 Home Marketing Incentive Payment Eligibility Requirements	27
4.0 Resolving Your Unexpired Lease	29
5.0 Transporting and Temporarily Storing Your Household Goods	31
5.1 Determining the Amount of Household Goods You May Ship	31
5.2 Determining How to Ship Your Household Goods	31
5.3 Shipping Professional Books, Papers, and Equipment.....	33
5.4 Determining What Types of Items You May Ship	33
5.5 Preparing Your Household Goods for Shipment.....	35
5.6 Insuring Your Household Goods.....	37
5.7 Unpacking Your Household Goods.....	38
5.8 Temporary Storage of Your Household Goods.....	38
5.9 Extended Storage of Your Household Goods	39
6.0 Transporting Your Privately Owned Vehicle	40
6.1 Guidance for Moves within the Continental United States	40
6.2 Guidance for Moves Outside the Continental United States	41
7.0 Traveling to Your New Official Station	42
7.1 Performing Travel to Your New Official Station	42
7.2 Determining Your Allowable Lodging, Meals and Incidental Expenses during Travel to Your New Official Station	43
7.3 Additional Guidance for Moves Outside the Continental United States	47
8.0 Staying in Temporary Quarters	49
8.1 Determining Your Reimbursement for Time Spent in Temporary Quarters ..	49
9.0 Purchasing Your New House	57
9.1 Reimbursable Expenses	57
9.2 Non-reimbursable Expenses	58
10.0 Obtaining Your Miscellaneous Expense Payment	60
10.1 Non-reimbursable Expenses	61
10.2 Reimbursement Methods	62
11.0 Understanding the Tax Implications of Your Move	64
11.1 Withholding Tax Allowance	65
11.2 Relocation Income Tax Allowance.....	65
Index	67
Permanent Change of Station Paperwork	68

A Memo from the Assistant Director, Business Management and Operations

To: U.S. Fish & Wildlife Service Transferee

The U.S. Fish & Wildlife Service wants to make your move as easy as possible. This handbook was developed to help you transition to your new location smoothly and quickly and the policies pertain to employees with a report date to the new duty station of January 1, 2013 or later. It explains your entitlements, the basic process for a move, and the documents you must complete when you make a permanent change of station (PCS). Please take some time to familiarize yourself with the handbook before your move and do contact your PCS counselor as soon as you're notified of the move. It has been created to help you plan your move and prepare the necessary paperwork to ensure you receive all of the expense advances and reimbursements to which you are entitled, with minimal delays. Additionally, do not incur any expenses until your relocation authorization is signed.

You must complete your move within one year from the date you report to your new duty station. A one year extension is possible if approved by your Assistant or Regional Director for reasons beyond your control. To ensure new transferees have the most up-to-date per diem and relocation information at their fingertips, this handbook will be updated periodically. In addition, the handbook will also be incorporated into the Service's Manual (266 FW) and accessible via the Service's website.

If you have any questions about your move or this handbook, please feel free to call your PCS Counselor or Regional PCS Coordinator. A complete list of the Regional PCS Coordinators is provided on the next page of this handbook. All relocated employees are required to receive counseling.



Paul Rauch

Acting Assistant Director, Business Management and Operations

Regional PCS Coordinator Contact Information

Your PCS Counselor or Region's PCS Coordinator should contact you shortly after you accept the offer for your new position or you may use the contact information in **Table 1** to initiate contact. You must establish contact with your PCS Counselor or Regional PCS Coordinator and have an approved *Travel Authorization* before incurring any expenses associated with your move. If you plan on receiving a relocation service contract for selling your home, you should consult with your PCS coordinator before obtaining a real estate broker because some contract options do not permit you to choose your own broker. Depending on Regional policy, the contact listed for your new Region, may direct you to another local PCS Coordinator or Interior Business Center (IBC) counselor, who is responsible for PCS transfers associated with your program (e.g., Fisheries, Law Enforcement). For the purposes of this handbook, the term Regional PCS Coordinator refers to the coordinator responsible for your move (i.e., either a Regional or local PCS Coordinator or Interior Business Center (IBC) counselor).



If you are moving from an official station in Region 6 to a new official station in Region 4, you would contact the Region 4 PCS Coordinator.

Explanation of

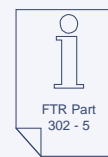
Symbols:



Hint



Example



Reference

Table 1 - Regional PCS Coordinator Contact Information

Regional PCS Coordinator Contact Information As of 3/1/2013			
Region 1	Kathleen Brennan	(503) 231-6820	Kathleen_Brennan@fws.gov
Region 2	Patti Sturm	(505) 248-6932	Patti_Sturm@fws.gov
Region 3	Susan Humphrey	(612) 713-5174	Susan_Humphrey@fws.gov
Region 4	Carolyn Boykin	(404) 679-4088	Carolyn_Boykin@fws.gov
Region 5	Sheree Ross	(413) 253-8222	Sheree_Ross@fws.gov
Region 6	Jill Kjellsen Patricia Johnston	(605) 487-7603 (406) 727-7400, ext. 230	Jill_Kjellsen@fws.gov Patricia_L_Johnston@fws.gov
Region 7	Angie Larson	(907) 786-3392	Angie_Larson@fws.gov
Region 8	Kathleen Brennan	(503) 231-6820	Kathleen_Brennan@fws.gov
Washington HQ Office	Marvin Wilson	(703) 358-1781	Marvin_Wilson@fws.gov
Interior Business Center (IBC)	Cindy Osif	(303) 969-7426	Cynthia_M_Osif@nbc.gov

While this handbook should serve as your first source of information, your Regional PCS Coordinator can address any concerns or questions you may have regarding special circumstances. Circumstances that merit contacting your

Regional PCS Coordinator immediately include, but are not limited to, the following:

- You discover an error on your *Travel Authorization* or other PCS paperwork.
- You believe you will require an extension of your time in temporary quarters.
- You are traveling to your new official station and become delayed.

1.0 Beginning Your Permanent Change of Station Move

This handbook is designed to guide you through the permanent change of station (PCS) process. It supplements, but does not replace, the regulations included in the Federal Travel Regulation¹ (FTR). Guidelines for PCS coordinators and travel administrators are at attachment 14. To apply this handbook to your move, you should be aware of three important definitions:

- The term 'Continental United States' (CONUS), refers to the 48 continuous states within the United States and the District of Columbia.
- The term 'Outside the Continental United States' (OCONUS), for the purposes of this handbook only, refers to the following non-foreign areas: Alaska, Guam, Hawaii, Pacific Islands, Puerto Rico, American Samoa, and the U.S. Virgin Islands.
- The terms 'family members' and 'immediate family' refer to any of the following members of your household at the time you report to your new official station:
 - Spouse. In cases of common law marriage, the federal government recognizes common law marriages of partners of opposite sex but leaves it up to the states for eligibility requirements.
 - Children (to include stepchildren; adopted children; grandchildren, legal minor wards, or other dependent children under your or your spouse's legal guardianship) of you or your spouse that meet one of the following two conditions:
 - Under the age of 21 and unmarried.
 - Physically or mentally incapable of self-support, regardless of age.
 - Dependent parents (including step- and legally adoptive parents) of you or your spouse.
 - Dependent brothers and sisters (including step- and legally adopted siblings) of you or your spouse that meet one of the following two conditions:
 - Under the age of 21 and unmarried.
 - Physically or mentally incapable of self-support, regardless of age.
 - Same sex domestic partner. Same sex domestic partners are an immediate family member, not a spouse. A committed relationship for a same-sex domestic partner is defined as follows:
 - Are each other's sole domestic partner and intend to remain so indefinitely;
 - Are maintaining a common residence, and intend to continue to do so indefinitely or would maintain a common residence but for an assignment abroad or other employment-related, financial, or similar obstacle as acceptable to the agency involved;

¹ The FTR is the regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, which implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel at Government expense.

- Are at least 18 years of age and mentally competent to consent to contract;
- Are sharing responsibility for a significant measure of each other's financial obligations;
- Are not married or joined in a civil union to anyone else;
- Are not the domestic partner of anyone else;
- Are not related in a way that would prohibit legal marriage or civil union, if applicable, in the U.S. jurisdiction in which they reside;
- Are willing to certify that they understand that willful falsification of any documentation required to establish that an individual is in a committed relationship may lead to disciplinary action and the recovery of the cost of benefits received related to such falsification, as well as constitute a criminal violation under 18 U.S.C. 1001, and that the method for securing such certification, if required, shall be determined by the agency; and
- Are willing promptly to disclose, if required by the agency, any dissolution or material change in the status of the committed relationship.

The figures and tables included in this section of the handbook will help you identify the entitlements applicable to your move. Once you have identified your entitlements, the handbook will guide you to the sections you must read to ensure you follow the appropriate procedures to maximize your reimbursements.

Section *1.1 - Determining Your Entitlements* provides you with an overview of the entitlements that apply to your PCS. Section *1.2 - Paying for Your Permanent Change of Station Move* walks you through some of your first steps and important paperwork you need to complete as part of your PCS.



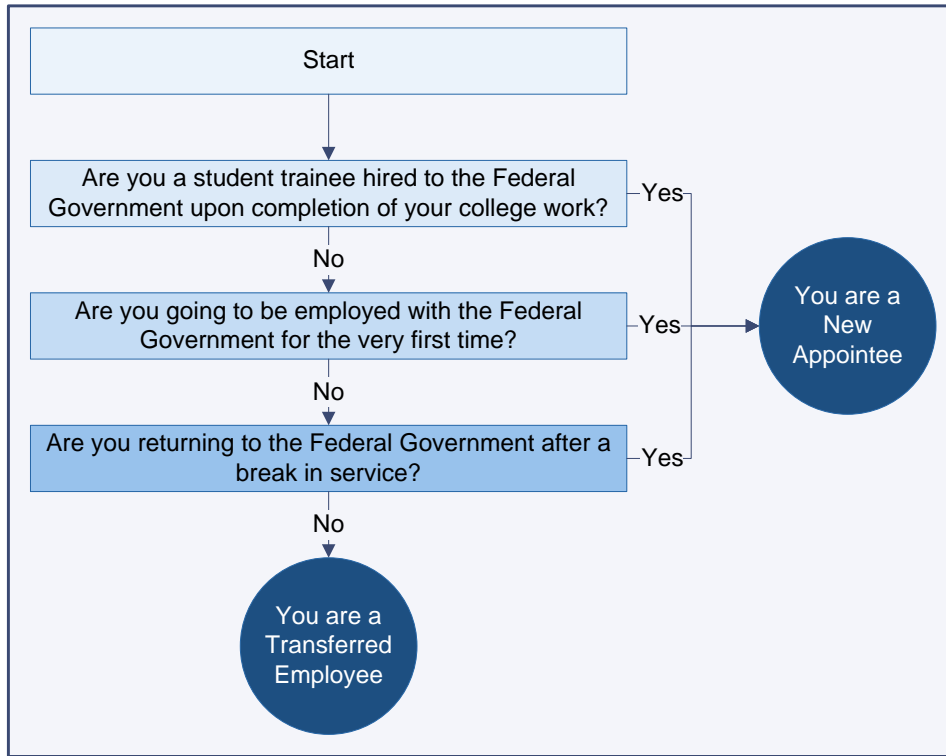
1.1 Determining Your Entitlements

Your entitlements and allowances for relocation are determined based on your type of PCS transfer. The FTR distinguishes between the following two transfer types:

- New Appointee.
- Transferred Employee.

Figure 1 is presented on the next page to assist you in determining your transfer type. Answer each question as either "yes" or "no" until you arrive at an end point specifying your transfer type. Note that your Human Resources Office has the final determination on what constitutes a break in service and whether you are classified as a new or transferred employee.

Figure 1 - Transfer Type Decision Tree



Based on your transfer type, you should reference either section 1.1.1 - *New Appointee Entitlements* or section 1.1.2 - *Transferred Employee Entitlements* to learn more about the specific entitlements applicable to your move.

1.1.1 New Appointee Entitlements

A new appointee is an individual employed with the Federal Government for the very first time, an employee returning to the Federal Government after a break in service or a student trainee assigned to the Federal Government upon completion of college work. **Table 2** outlines the relocation expenses to which you are entitled as a new appointee.

Table 2 - New Appointee Entitlements

Reimbursable Items	Reference Section
Transportation for you and your immediate family members to your new official station.	7.0
An allowance for your lodging, meals and incidental expenses while traveling to your new official station. (Expenses incurred by family members are <u>not</u> reimbursable.)	7.0
Transportation for, and temporary storage of, your and your family members' household goods.	5.0

Reimbursable Items	Reference Section
Transportation of a mobile home or boat used as your primary residence instead of transportation of you and your family members' household goods ² .	5.0
Extended storage of your and your family members' household goods ³ .	5.0

Table 3 outlines relocation expenses you may be authorized to incur as a new appointee. Authorization of these additional entitlement(s) requires approval by your new supervisor. Depending on your new Region's approval process, you will be directed to seek authorization directly from your new supervisor or coordinate your request through your Regional PCS Coordinator. As part of your request for authorization, you must provide a justification of your need for the additional entitlement(s). If authorized, the additional entitlement(s) will be documented on your *Travel Authorization* or included as an amendment to your *Travel Authorization*.

Table 3 - New Appointee Discretionary Entitlements

Discretionary Items	Reference Section
Shipment of privately owned vehicle.	6.0

1.1.2 Transferred Employee Entitlements

The FTR distinguishes between the following three categories of transferred employees:

Category 1: Employees that are completing one of the following types of transfers:

- Transfer between official stations in the Continental United States (CONUS).
- Transfer from a CONUS official station to an official station OCONUS.
- Transfer from an OCONUS official station to a CONUS official station.
- Employees transferring between official stations OCONUS.

Category 2: Employees transferring from an OCONUS official station to place of actual residence for separation (e.g., retirement).

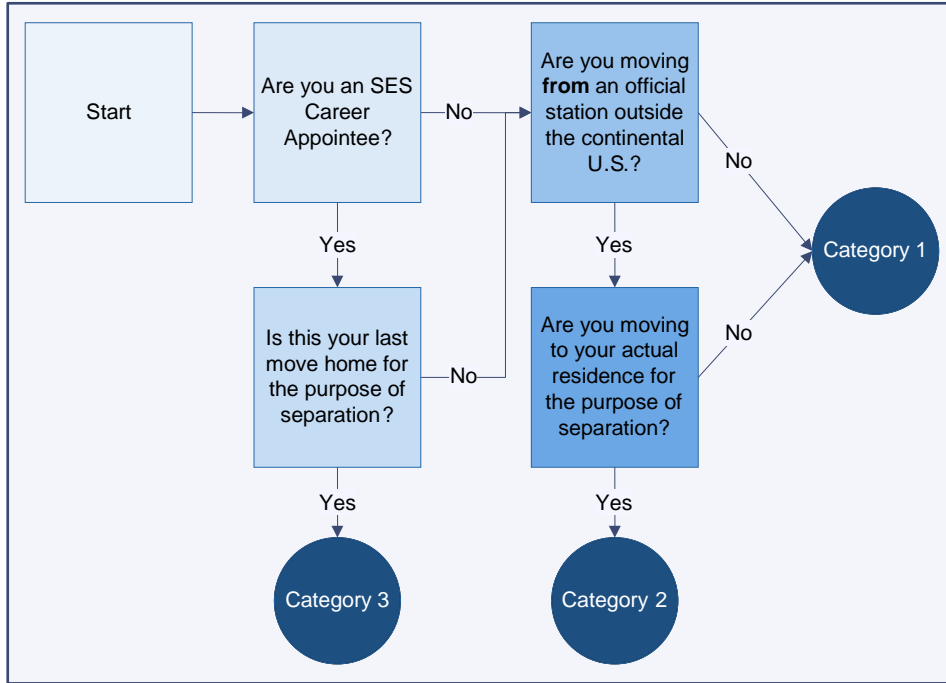
Category 3: SES career appointees making their last move home for separation (e.g., retirement).

Figure 2 is designed to assist you in determining your transfer category. Answer each question as either "yes" or "no" until you arrive at an end point specifying your transfer category.

² Only when you are assigned to an official station in CONUS or Alaska (per FTR Part 302-10.4).

³ Only when you are assigned to a designated isolated official station in CONUS or when you are assigned to an OCONUS official station and the Service determines extended storage is cost effective (per FTR Part 302-8.1).

Figure 2 - Transferred Employee Category Decision Tree



Now that you have identified your transfer category, use **Table 4** below to determine your entitlements.

Table 4 - Transferred Employee Entitlements

Category			Reimbursable Items	Reference Section
1	2	3		
✓	✓	✓	Transportation for you and your immediate family members to your new official station.	7.0
✓	✓	✓	An allowance for <u>your</u> lodging, meals, and incidental expenses while traveling to your new official station.	7.0
✓			An allowance for <u>your immediate family members'</u> lodging, meals and incidental expenses while traveling to your new official station.	7.0
✓	✓	✓	Transportation for, and temporary storage of, you and your family members' household goods.	5.0
✓			A payment to offset miscellaneous moving expenses.	10.0
✓			An allowance to cover a portion of the taxes you will incur as a result of your move (Relocation Income Tax Allowance).	11.0

Category			Reimbursable Items	Reference Section
1	2	3		
✓			Reimbursement of certain expenses associated with selling your house ⁴ .	3.0
✓			Reimbursement of certain expenses associated with settling an unexpired lease.	4.0
✓			Reimbursement of certain expenses associated with the purchase of a new house. ⁴	9.0
✓			Extended storage of your household goods ⁵ .	5.0
✓		✓	Transportation of a mobile home or boat used as your primary residence instead of transportation of you and your family members' household goods ⁶ .	5.0

Table 5 outlines discretionary relocation expenses you may be authorized to incur as a transferred employee. Authorization of these additional entitlement(s) requires approval by your new supervisor. Depending on your new Region's approval process, you will be directed to seek authorization directly from your new supervisor or coordinate your request through your Regional PCS Coordinator. As part of your request for authorization, you must provide a justification of your need for the additional entitlement(s). If authorized, the additional entitlement(s) will be documented on your *Travel Authorization* or included as an amendment to your *Travel Authorization*.

Table 5 - Transferred Employees Discretionary Entitlements

Category			Discretionary Items	Reference Section
1	2	3		
✓	✓	✓	Shipment of a privately owned vehicle.	6.0
✓			Househunting trip, including transportation, lodging, meals, and incidentals for you and your spouse only.	2.0
✓			An allowance to cover lodging, meals and incidental expenses incurred by you and your family members prior to securing a permanent residence at your new official station. (i.e., temporary quarters)	8.0

⁴ Only when the distance between your old residence and your new official station is 50 miles further from your current residence than the old official station is from the residence (per FTR Part 302-11.2).

⁵ Only when you are assigned to a designated isolated official station in CONUS or when you are assigned to an OCONUS official station and the Service determines extended storage is cost effective (per FTR Part 302-8.1).

⁶ Only when you are assigned to an official station in CONUS or Alaska (per FTR Part 302-10.4).

Category			Discretionary Items	Reference Section
1	2	3		
✓			Use of a relocation services company to assist you in selling your house. ⁷	3.0

1.1.2.1 Entitlements for Transferred Employees with a Spouse, who is employed by the Service

If your spouse is employed by the Service and is authorized to perform a PCS to the same official station, you must select one of the following two methods for reimbursement of your PCS expenses⁸:

- Method 1: Each employee receives separate allowances and may not be claimed as an immediate family member.
- Method 2: One of the employed family members is considered head of your household. The other employed family member may be claimed as an immediate family member on the "head of household" employee's *Travel Authorization*.

You should consider the following two items before selecting which method to use:

1. The Service will not reimburse duplicate expenses and you must sign a disclosure statement as part of the service agreement.



John and Jane are married and both have been authorized to PCS to the same official station. John and Jane choose to be reimbursed under Method 1 and therefore receive separate allowances. The couple drives to their new official station together. John claims the entire mileage expense on his *Travel Voucher* (SF-1012). Accordingly, Jane may not claim any mileage expense for traveling to the new official station on her *Travel Voucher* (SF-1012).

2. Each family member employed by the Service must provide his / her Regional PCS Coordinator with the name(s) of the immediate family member(s), who will receive allowances under their *Travel Authorization*. Each immediate family member may only be claimed under one employee's *Travel Authorization*.



John and Jane have a son. John claims relocation allowances for their son under his *Travel Authorization*. Therefore, Jane may not claim any relocation allowances for their son.

You should discuss your decision regarding a method of reimbursement with your Regional PCS Coordinator. Once you decide on a method to use, you should document your decision by sending a memo or form to your Regional PCS Coordinator. The memo or form must be signed by you, as well as any immediate family member(s) employed by the Service.

⁷ Departmental policy requires you to list your home price at not more than 105% of its fair market value as determined by the broker market analysis.

⁸ Per FTR Part 302-3.204.

1.1.3 Overseas Tour Renewal Agreement Travel

See the Departmental PCS handbook and/or your Regional policy for guidance. The employee's home of record should be documented by HR when they initially accept the PCS move.

1.2 Paying for Your Permanent Change of Station Move

To be eligible for reimbursement of expenses incurred during your move, you must complete the following three forms:

Attachment 1: Employee Agreement Form.

Attachment 2: Employee Relocation Allowance Data Sheet (Form 3-139).

Attachment 3: Request for Contractor Provided Relocation Services (if applicable).

If you request an advance (reference section 1.2.1 - *Travel Advances*) as part of your move, you must also complete the following two forms:

Attachment 4: Advance of Funds Application and Account (SF-1038).

Attachment 5: Travel Advance Repayment Agreement⁹.

You should also consult with your Regional PCS Coordinator or administrative officer about additional Region-specific forms you may need to complete as part of your move.

As part of your PCS, you will receive and complete many forms. Be sure to maintain copies of each form for your reference and as back-up in case your paperwork is lost. You may also be required to reference or submit a number of these forms when you file your taxes.



Once you have completed these forms, you must submit them to your PCS Coordinator or to the Regional Budget and Finance Office for your new official station. The Regional Budget and Finance Office will issue a Document Control Number that will appear on your *Travel Authorization* as well as on other documents that are issued as part of your move (e.g., your travel advance). Your Regional Budget and Finance Office will review your forms and establish the funding for your move. Once your forms have been processed and approved, your Regional PCS Coordinator will provide you with your *Travel Authorization*, approved *Employee Relocation Allowance Data Sheet* (Form 3-139), and any other attachments that are applicable to your move.

In general it is your responsibility to cover the immediate expenses incurred by you and your family throughout your move. In order to be reimbursed you must complete and submit a *Travel Voucher* (SF-1012) within five business days after completing each part of your move (e.g., househunting trip, travel to your new official station). Vouchers for PCS travel must be completed manually. You may not use the Service's electronic automated TDY travel system to create a PCS travel voucher.

⁹ Regions have discretion over the use of this form. Contact your Regional PCS Coordinator to determine whether you must complete this form as part of your PCS paperwork.

A copy of a *Travel Voucher* (SF-1012) is included as Attachment 6 of this handbook.



If you have been issued a FWS government charge card, you are required to use it for the following items:

- Transportation ticket(s) only for yourself (e.g., airline, rail, ferry, bus).
Note: You must book transportation by calling the Travel Management Center (vendor contracted for agent-assist booking); you may not book transportation for PCS travel in GovTrip/Concur. The Travel Management Center can be bypassed when booking with Amtrak.
- Transaction fees (e.g., travel booking fees).
- ATM withdrawals for meals and incident expenses (M&IE) for househunting trip, en route travel, and temporary quarters (as long as a lump sum payment was not received). The withdrawal should be no earlier than five calendar days before the expense is incurred and should not exceed 80% of the estimated M&IE cost.
- Lodging, except if lump sum method of temporary quarters was selected or lump sum method was selected for a househunting trip.
- Rental car and fuel but only if authorized as part of your househunting trip, en route travel or self-shipment of household goods using a rental vehicle/trailer. However, use of a rental car or truck for self-shipment of household goods does not fall under the government car rental agreement. Use of rental car falls under the government car rental agreement if employee is authorized a rental car for a househunting trip and/or en route travel.
- Airport parking (only if authorized as part of your househunting trip, not en route travel).
- Taxis.

You may not use your FWS government charge card for the following items:

- Temporary quarters lodging if the lump sum method was selected in temporary quarters or lump sum method selected for a househunting trip.
- Airline ticket(s) for your immediate family members.
Note: The regional PCS Coordinator will use your new Region's FWS corporate card to purchase these tickets.
- Hotel room service and mini bar.
- Fuel or repairs to your privately owned vehicle.
- Real estate expenses.
- Purchase of goods and services such as clothing, cameras, and video rentals in hotel rooms.

You must request reimbursement for expenses that are not charged to your FWS Government charge card through the *Travel Voucher* (SF-1012) process. You must disclose centrally billed charge card items related to the PCS on your SF-1012.

If you believe you may have difficulty offsetting some of your immediate moving expenses, you may request a travel advance if you qualify.

1.2.1 Travel Advances

Travel advances will only be given to employees who do not have a government charge card (new employees and current employees who don't qualify for a card). Travel advances are incremental cash payments that may be advanced to you to cover transportation and per diem costs and self-shipment and storage of household goods (not real estate). Advances are loans that you must repay by check or through submission of your *Travel Voucher* (SF-1012) within 90 days of receipt of the advance. Be aware that failure to repay your advances in a timely manner can result in deductions from your payroll and will delay payments of your TDY vouchers until the advance is liquidated.

To apply for an advance, you must complete the *Advance of Funds Application and Account* (SF-1038) form and *Travel Advance Repayment Agreement*¹⁰ form and submit these forms to your Regional PCS Coordinator. Your Regional PCS Coordinator will review your request for appropriateness and submit it to your Regional Budget and Finance Office for approval. If approved, your advance will be deposited via an Electronic Funds Transfer (EFT) by the Interior Business Center (IBC). Advances are limited to 80% of your transportation costs, self-shipment and storage of household goods, and authorized per diem (i.e., lodging, meals, and incidental expenses) over a maximum period of 30 days per advance, and should be deposited by IBC no earlier than five calendar days before the expense is incurred. Employees should provide supporting documentation (with 80% calculations) with the SF 1038 request.

Note: If you are a new employee not set up in FBMS as a vendor, an FBMS vendor request form must be completed and sent to the appropriate FBMS point of contact in your Region. Please work with your PCS Coordinator.

You may use your travel advance only for the specific purposes indicated on your *Advance of Funds Application and Account* (SF-1038).

Note: If you fail to repay your PCS travel advance in a timely manner, it may hold up TDY payments.



A copy of the vendor request form is included as [Attachment 7](#) of this handbook but it should be completed on-line.

You should refer to your *Notice of Action Taken* to monitor your advance balances. [Attachment 12](#) includes several *Notice of Action Taken* examples and explains how these actions are represented on your *Leave and Earnings Statement*.

1.3 Extension of the PCS Move

Extensions of a PCS move beyond one year from the actual report date must be for reasons beyond the employee's control and must be approved by the supervisor and Assistant or Regional Director before the one year period is over. An extension can be given for up to one more year. All PCS moves must be completed within two years of the actual report date to the new duty station (i.e., all claims via SF 1012 must be submitted within two years).

¹⁰ Regions have discretion over the use of this form. Contact your Regional PCS Coordinator to determine whether you must complete this form as part of your PCS paperwork.

Situations that may justify an extension beyond one year are as follows (this is not an all-inclusive list but provides the major guidelines):

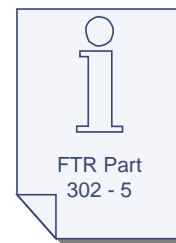
- TDYs, military deployments, sick leave, which total to four months or more during the first year of the PCS move. For example, three months of TDY and two months of sick leave would justify a PCS extension of one month. The number of days of the PCS extension should be based on the number of days TDY (or other reason) beyond four months.
- Unexpected removal of the employee from government quarters (when permanent quarters were anticipated) after it has been occupied at least nine months. The PCS extension should be based on giving three months' time to purchase a new home.
- Employee has a relocation service contract and the contract requires a modification or amendment to allow the successful completion of the home sale. The number of days extension should be based on expected contract completion date.
- Natural or man-made disaster resulting in partial (30% or more) or full destruction of old residence. The extension time should be based on the amount of time needed for repairs or re-building after the destruction. No extension should be given if the employee merely collects insurance on loss.
- For reasons beyond the employee's control (e.g., natural disaster or lengthy delays or default by the contractor), more time is needed to complete the construction of a new home at the new duty station.
- Dramatic drop in real estate prices, delaying selling the home, if the price drop is at least 5% and if the price drops occurs after the employee accepts the new job. The dramatic price drop must be proven and documented by the employee. An extension up to one year can be given for a dramatic price drop. The employee must be actively attempting to sell his home at a price not to exceed 105% of its market value.
- Delays due to purchasing a home that was in foreclosure or was a short sale. The extension time should be based on the amount of extra time needed to complete the purchase.

Situations that do not justify an extension include, but are not limited to the following:

- Inability to purchase a new residence because of housing conditions in the area, unless the area has been seriously impacted by natural or man-made disaster or economic reasons, resulting in at least a 5% increase in price or unavailability of housing after the employee accepts the new job.
- Financial hardship.
- Illness, injury, or death of the employee or a member of his / her immediate family unless the death of employee or spouse occurred at least six months into the PCS move.
- Continued attendance of children in school at your old official station, which delays your family's move to your new official station.
- Continued employment of your spouse at your old official station, which delays your family's move to your new official station.

- Generally, situations that do not justify an extension of temporary quarters would not justify an extension of the PCS move beyond one year.

2.0 Taking a Househunting Trip before Your Move



As defined in section 1.1 - *Determining Your Entitlements* of this handbook, the entitlements of this section do not apply to the following transfer types:

- New appointees.
- Employees transferring from an OCONUS official station to place of actual residence for separation (e.g., retirement).
- SES career appointees making their last move home for separation (e.g., retirement).

This section will help you determine the answer to the following questions:

- ✓ Do you (and/or your spouse) wish to take a househunting trip?
- ✓ Have you notified your Regional PCS Coordinator of your desire to take a househunting trip?
- ✓ Do you require a cash advance to finance your househunting trip?
- ✓ Do you want to be reimbursed under the fixed rate method or the locality rate method?

2.1 Determining Your Eligibility to Take a Househunting Trip

In order to find a permanent residence at your new official station, you (and / or your spouse) may be authorized to take one househunting trip before your actual move. You must contact your new supervisor to determine whether you will be authorized to take a househunting trip¹¹. If authorized, your new supervisor will determine the number of days allowed for your househunting trip. The maximum duration of your househunting trip, including travel time, may not exceed 10 calendar days round trip. If a househunting trip is authorized, your *Travel Authorization* will include the approved length of your househunting trip and the maximum amount of expenses for which you will be reimbursed. The maximum for which you will be reimbursed is dependent on the method you select, as discussed later in this section.

Prior to making a decision on whether to take a househunting trip, you should consider the following items:

- Reimbursement for househunting expenses is considered taxable income by the Internal Revenue Service (IRS) and will be included as part of your gross income on your *Leave and Earnings Statement*.
- Dependents, same sex domestic partners and pets are not authorized to travel on a househunting trip at the Service's expense. Any child care and/or boarding fees are not reimbursable.

You will not be authorized to take a househunting trip under the following circumstances:

¹¹ Per FTR Part 302-5.5.

- You are assigned to permanent Government quarters or another prearranged residence at your new official station.
- The distance (via normally traveled routes) between your old and new official station is less than 75 miles.
- You already reported to duty at your new official station.

You and your spouse are allowed to take househunting trips at different times. However, the maximum amount you may be reimbursed is limited to the allowable costs you and your spouse would incur if you traveled together¹². If your spouse resides at your old duty station for any period of time after you report to duty at your new official station, he / she may still be eligible for a househunting trip during that time, even though your eligibility has expired. If you believe it is in you and your spouse's interest to make separate househunting trips, you should contact your Regional PCS Coordinator for additional details.

2.2 Determining Your Allowable Costs

If you are authorized to take a househunting trip, allowable expenses include round trip transportation costs, an allowance for lodging, meals and incidental expenses, and local transportation costs for you and your spouse.



If you believe a cash advance is needed to help cover the upfront costs of your househunting trip, review *1.2.1 - Travel Advances* for information on how to apply.

You should select a mode of transportation that maximizes your time at the new official station and minimizes travel time. Generally, you should use a common carrier (e.g., commercial airline service) if your new station is located more than 350 miles from your old station.

2.2.1 Transportation

In general, you should select the most cost effective form of transportation to travel to the airport. You may claim reimbursement for up to two round trip taxi rides associated with your househunting trip. You should contact your Regional PCS Coordinator for additional details if you intend to drive and park your privately owned vehicle at the airport during your househunting trip. You should note that the PCS en route mileage reimbursement rate applies for mileage between your home and the airport. Per Department policy, a cost comparison (drive vs. fly) is not required if the distance driven by the most common route is less than 250 miles.

If you are authorized to drive a privately owned vehicle to your new official station for your househunting trip, you will be reimbursed at the PCS en route mileage reimbursement rate; the rate is \$0.24 per mile in CONUS, as of January 1, 2013. The PCS mileage rates change often and employees should check the GSA website (<http://www.gsa.gov/portal/content/105054>) for the latest rates. In addition, you may claim up to 50 miles per day at the PCS en route mileage reimbursement rate at your new official station for the purposes of househunting. If you choose to travel by air, you and your family must reserve coach-class accommodations and purchase your ticket using your FWS Government charge card. If your spouse is traveling with you, you must provide your Regional PCS

¹² Per FTR Part 302-5.9.

Coordinator with the details of your travel arrangements. Your Regional PCS Coordinator will purchase your spouse’s ticket on the gaining Region’s corporate card.

If you use a common carrier (e.g., commercial airline service, train) to travel to your new official station, you may be authorized to rent a car to facilitate your search for a new residence. If you wish to rent a car during your househunting trip, you must request approval from your new supervisor. If approved, you may use your FWS Government charge card to rent a car and purchase fuel¹³. Departmental policy prohibits the fuel pre-pay option for rental car fuel costs. You should verify that the mode(s) of transportation you and your Regional PCS Coordinator agree on is (are) documented on your *Travel Authorization*. If you believe there are discrepancies, you should contact your Regional PCS Coordinator prior to beginning your househunting trip.

2.2.2 Lodging, Meals and Incidentals

The following two methods are available for reimbursement of lodging, meals, and incidental expenses incurred on your househunting trip (employee selects the method):

Method 1: Lump Sum Rate.

Method 2: Locality or Standard CONUS Rate.

You should review your *Travel Authorization* to verify the method you selected for reimbursement is documented on your *Travel Authorization*. Once you have initiated your househunting trip, the method you selected may not be changed.



2.2.2.1 Lump Sum Method

If you select the lump sum method (which is authorized for trips to both CONUS and OCONUS locations), you will be reimbursed a fixed amount, regardless of the number of days you take for your househunting trip or the actual expenses incurred during your househunting trip. The lump sum amount that you and / or your spouse will be reimbursed is presented in **Table 6**.

Table 6 - Fixed rate method reimbursement calculations

Traveler(s)	Reimbursement calculation
Employee or unaccompanied spouse	5 × locality rate
Accompanied spouse	1.25 × locality rate

The locality rate is determined by the location of your new official station. Current locality rates for CONUS locations can be found on the General Services Administration (GSA) website (www.GSA.gov/perdiem).

Under the lump sum method you do not need to itemize your lodging, meals, and incidental expenses on your *Travel Voucher* (SF-1012).



¹³ Reference 265 FW 4.11 for more detail on rental vehicles.



John (a Service employee) and Jane (spouse) are moving from Atlanta, GA to Washington, DC and are authorized to take a five day househunting trip. The couple decides they would like to be reimbursed under the lump sum method. John visits the GSA website and determines that the per diem rate for Washington, DC is \$265 (\$201 for lodging, \$64 for M&IE). John calculates their total reimbursement under the lump sum method as follows:

<i>1. Reimbursement for John:</i>	<i>2. Reimbursement for Jane:</i>	<i>3. Total:</i>
\$265.00	\$265.00	\$1,325.00
x 5.00	x 1.25	+ 331.25
\$1325.00	\$331.25	\$1,656.25



The calculation in the previous example could have been simplified as follows:

Since John and Jane are traveling together they are entitled to 6.25 times the locality rate (5 + 1.25 = 6.25).

\$265.00
x 6.25
\$1656.25

2.2.2.2 Locality Rate Method

This method is permitted only for trips to an OCONUS location. Househunting trips to an OCONUS location are paid at the applicable locality rate or at the lump sum rate. If you select the locality rate method, you will be reimbursed for your actual lodging expenses plus meals and incidental expenses (M&IE), not to exceed the applicable locality rate.

You must submit your lodging receipts with your *Travel Voucher* (SF-1012) to demonstrate that the rate of your room(s) (excluding room taxes, which are reimbursed separately in non-foreign OCONUS locations) did not exceed the applicable locality rate. You are reimbursed at three-fourths of the current M&IE locality rate on the first and last day of your trip. **Table 7** demonstrates the maximum amounts for which you will be reimbursed for you and your spouse's M&IE per day.

Table 7 - Locality rate method M&IE reimbursement calculations

Traveler	Lodging per day	M&IE per day
Employee or unaccompanied spouse	Lodging rate	M&IE rate
Accompanied spouse	.75 x lodging rate	.75 x M&IE rate

Under this method, the applicable locality rate is the lesser of the following two rates:

- Locality rate for the location in which you secure lodging.
- Locality rate for the location of your new official station.

Current OCONUS locality rates can be found on the DefenseTravel Management Office (DTMO) website (<http://www.defensetravel.dod.mil/site/perdiem.cfm>).



John (a Service employee) and Jane (spouse) are moving from Atlanta, GA to Honolulu, Hawaii and are authorized to take a five day househunting trip. The applicable per diem rate is based on the Honolulu locality rate of \$200 (\$141 for lodging, \$59 for M&IE).

Since Jane will travel with John to perform the househunting trip, John calculates that the maximum he will be reimbursed under the locality rate method as follows:

Step 1. John determines the maximum M&IE reimbursement for the first and last days of travel:

<i>John</i>	<i>Jane</i>	<i>Total</i>
\$59.00	\$59.00	\$44.25
<u>x 0.75</u>	<u>x 0.75</u>	<u>+ \$33.19</u>
\$44.25	\$44.25	\$77.44
<u>x 1.00</u>	<u>x 0.75</u>	
\$44.25	\$33.19	

Step 2. John calculates the maximum M&IE reimbursement for all other days of travel:

<i>John</i>	<i>Jane</i>	<i>Total</i>
\$59.00	\$59.00	\$59.00
<u>x 1.00</u>	<u>x 0.75</u>	<u>+ \$44.25</u>
\$59.00	\$44.25	\$103.25

Step 3. John calculates the maximum lodging reimbursement per night (this assumes two rooms were used, not one):

<i>John</i>	<i>Jane</i>	<i>Total</i>
\$141.00	\$141.00	\$141.00
<u>x 1.00</u>	<u>x 0.75</u>	<u>+\$105.75</u>
\$141.00	\$105.75	\$246.75

Step 4. John calculates the total reimbursement:

\$77.44 (Day 1 M&IE)
 \$246.75 (Day 1 Lodging)
 \$103.25 (Day 2 M&IE)
 \$246.75 (Day 2 Lodging)
 \$103.25 (Day 3 M&IE)
 \$246.75 (Day 3 Lodging)
 \$103.25 (Day 4 M&IE)
 \$246.75 (Day 4 Lodging)
 +\$77.44 (Day 5 M&IE)
\$1,451.63 (Total maximum possible reimbursement)

2.2.2.3 Standard CONUS Rate Method

If you select the standard CONUS rate method for a trip to a CONUS location; you will be reimbursed for your actual lodging expenses plus meals and incidental expenses (M&IE), not to exceed the applicable standard CONUS rate.

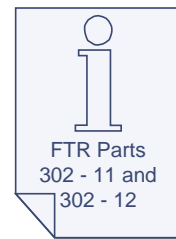
You must submit your lodging receipt with your *Travel Voucher* (SF-1012) to demonstrate that the rate of your room (excluding room taxes) did not exceed the applicable standard CONUS rate. You must disclose centrally billed charge card items related to the PCS on your SF 1012. You are reimbursed at three-fourths of the current M&IE standard CONUS rate on the first and last day of your trip. **Table 8** demonstrates the maximum amounts for which you will be reimbursed for you and your spouse's M&IE per day. Receipts for meals are not required and meal costs do not have to be documented (like temporary quarters).

Table 8 – Standard CONUS rate method M&IE reimbursement calculations

Traveler	Lodging per day	M&IE per day
Employee or unaccompanied spouse	Standard CONUS lodging rate	Standard CONUS M&IE rate
Accompanied spouse	.75 × Standard CONUS lodging rate	.75 × Standard CONUS M&IE rate

Current Standard CONUS rates can be found on the GSA website (www.GSA.gov/perdiem).

3.0 Selling Your House



As defined in section 1.1 - *Determining Your Entitlements* of this handbook, the entitlements of this section do not apply to the following transfer types:

- New appointees.
- Employees transferring from an OCONUS official station to place of actual residence for separation (e.g., retirement).
- SES career appointees making their last move home for separation (e.g., retirement).

This section will help you determine answers to the following questions:

- ✓ Which expenses are reimbursable in connection with selling your house?
- ✓ Are you eligible to participate in the relocation services program?
- ✓ Will you qualify for a home marketing incentive payment?

3.1 Determining Your Eligibility

You are eligible for reimbursement of certain expenses associated with the sale of your house if the dwelling was your actual residence from which you commuted to work at the time you were officially notified of your transfer (or you acquired an interest in the property prior to official notification), and one of the following four situations applies to the title to the residence¹⁴ (or the interest in a cooperatively owned dwelling on a pro rata basis):

1. The title is solely in your name.
2. The title is jointly in your name with one or more members of your immediate family.
3. The title is solely in the name of one or more members of your immediate family (including same sex domestic partner).
4. The title is with an individual accommodation party (an individual who signs your financing agreement, such as a mortgage, to lend his/her name and credit to the arrangement).

To be considered for reimbursement, all land and buildings must be reasonably related to the residence site. The Service will not reimburse you for expenses related to the sale of non-residential property such as a farm, excess acreage, or a multi-occupancy dwelling. Additionally, you must complete the sale to receive reimbursement. If the residence is not sold, no expenses are reimbursed.

The maximum amount you will be reimbursed for expenses related to the sale of your house is 10% of the actual selling price of the home.

3.2 Reimbursable Expenses

The following list includes expenses that are reimbursable in connection with selling your house:

¹⁴ Per FTR Part 302-11.100 through 302-11.106

- Broker's fee or real estate commission that you pay on the sale of your residence, not to exceed rates that are generally charged in the locality of your old official station. The maximum rate is currently 7% of the sale price of your house. An auctioneer's fee is normally a broker's fee.
- Cost of advertising in the newspaper and/or other media when you sell your house without the services of a real estate agent.
- Appraisal fee for establishing a suggested sales price for your residence.
- Legal (attorney) and related fees for (1) searching for the title, preparing abstracts, and providing a title opinion, or (2) a title insurance policy where customarily furnished by the seller; costs of preparing conveyances, other instruments and contracts; related notary fees; cost of making surveys, cost of preparing drawings or plats; recording fees and recording taxes (or other charges incidental to recordation); document preparation and flood certification.
- Owner's title insurance policy (provided it is a prerequisite to financing or the transfer of property, and the cost of other insurance that is a prerequisite to financing or to transfer of property).
- Penalty charge for prepayment of the mortgage on your current residence when provided for on the mortgage instrument (not to exceed 3 months' interest).
- Escrow agent's fee or settlement fee for closing a real estate transaction.
- State revenue stamps.
- Transfer or mortgage taxes.
- Power of Attorney (trustee fee).
- Release fee.
- Title examination.
- Title insurance binder (in lieu of title search).
- Radon and pest inspection (if required by law or the lender).

In Section 3.4. - *Determining How to Sell Your House* outlines the option to sell your residence with the assistance of the Service's contracted relocation services vendor. If you are eligible for the relocation services program and elect to enroll in the program, the relocation services vendor incurs the vast majority of the expenses listed in section 3.2 – *Reimbursable Expenses* on your behalf. Since the Service will pay the relocation services vendor directly for any expenses incurred in association with the sale of your residence, you should not claim them on a *Travel Voucher* (SF-1012). The Service will not pay for duplicate expenses in association with the sale of your residence.



3.3 Non-reimbursable Expenses

The Service will not reimburse you for the following expenses¹⁵:

- Cost of litigation.
- Funding fees (e.g., Department of Veterans Affairs (VA) funding fee).

¹⁵ Per FTR Part 302-11.202.

- Mortgage insurance premium (MIP).
- Maintenance and operating costs.
- Property taxes.
- Mortgage discounts, points, interest on loans,
- Losses on the sale of your residence due to price or market conditions.
- Home warranty.
- Homeowner / condo fee.
- Cost of selling excess acreage not related to the residence site.
- Property management services (in accordance with Departmental policy)

No fees, costs, charges, or expenses such as an underwriting fee, processing fee, or tax service fee are reimbursable. Any expense determined to be part of a finance charge under the *Truth in Lending Act*¹⁶ is not reimbursable.



You will need to prepare and submit the following documentation in order to claim reimbursement for expenses associated with the sale of your residence:

1. *Travel Voucher* (SF-1012).
2. *Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station* (Attachment 8).
3. *Settlement Statement* (Form HUD-1).
4. Purchase or Sales contract (a Deed of Trust is not an appropriate substitute).
5. Receipts for all expenses paid outside of direct closing costs (e.g., appraisal costs, credit report fees, attorney's fees) not listed on the *Settlement Statement* (Form HUD-1).

3.4 Determining How to Sell Your House

The Service offers a discretionary contractor relocation services contract for homes not to exceed \$600,000 in value.¹⁷ Your Regional PCS Travel Coordinator will notify you if you are authorized to participate in the relocation services contract program and this entitlement should be in your PCS authorization. If authorized to participate in the program, you may choose to sell your house through your own efforts (called direct sale), using a real estate agent, or using the Service's contracted relocation services vendor. Electing to enroll in the relocation services contract offers you the following five distinct advantages:

The relocation company will normally make you an offer on your house, based on the appraised value and after the 120 day buyer value option (BVO) period, which completes the sale of your home. If a major structural problem is found that is not repairable (such as damage to the structural integrity or foundation),

¹⁶ Statute contained in the *Consumer Credit Protection Act*, codified at 12 Code of Federal Regulations (CFR) Part 226

¹⁷ Homes valued over \$600,000 are still eligible for the relocation services contract; however, the employee will be responsible for reimbursing the Service for fees on the residence value that exceed \$600,000. The \$600,000 cap does not apply to direct sale (no relocation service contract).

the relocation vendor may not make you an offer. In some instances such as in extremely remote locations (which have no market comparables and no available GSA-approved appraisers), the relocation company may not be able to deliver an appraised value offer but may be able to assist under the buyer value option as a special handling (approved on case-by-case basis). Here are some advantages to a relocation service contract:

1. The relocation company offers a number of complimentary services to you at your new official station (e.g., new home purchase, mortgage referrals, assistance locating temporary quarters or rental housing).
2. You may request an equity advance to assist you with the purchase of a house at your new official station.
3. You are eligible to receive a home marketing incentive payment¹⁸.
4. The payment made by the Service to the relocation services vendor on your behalf is not considered taxable income.

If you will receive a relocation service contract, here is the sequence of events:

1) Relocating employees will receive initial counseling from either his or her new organization, Regional PCS Coordinator, or the Interior Business Center (IBC). The initial counseling will include what option the relocation service contract will be and whether the employee can or should select his own real estate broker. The employee should not incur any expenses until his or her PCS travel authorization is signed. The Department mandates that the BVO 120 day option be used, which means that your home must be on the market at least 120 days before your relocation vendor initiates the appraisal. If you do not sell your home during the 120 day BVO period, the contract can be converted to an appraised value option (usually option one). Additionally, if you anticipate that your home sale will be a short sale, you should notify your PCS counselor at the beginning since a special handling option may be needed in the contract for this. The completion of the sale is not guaranteed; neither the Service or the relocation vendor are authorized by law to cover the difference if your mortgage exceeds the value of your residence. By law, the relocation vendor cannot negotiate with a bank or lender.

2) Relocating employees select their real estate broker if their organization permits or requires. Note that under the BVO 120 day home sale, the employee is normally allowed to select his or her own real estate broker. The employee must have the exclusion clause in his or her broker's agreement.

3) If the employee is authorized a relocation service contract, the employee calls the relocation vendor's pre-transfer line. There does not have to be a signed PCS travel authorization in order to call a vendor's pre-transfer line. The PCS coordinator should provide the phone number.

4) After the written PCS travel authorization is issued (authorizing a relocation service contract) and the employee has called a vendor's pre-transfer line, the Region or organization sends a purchase request via FBMS (PRISM) to Contracting.

¹⁸ Note: The home marketing incentive award is taxable and will be included as part of your gross income on your Leave and Earnings Statement.



If you sell your house on your own without a relocation service contract, any amount reimbursed to you by the Service is considered taxable income and will be included in your gross income on your *Leave and Earnings Statement*. *You will also not be eligible for a home sale incentive award.*

Regardless of how you sell your house, the settlement dates must take place within one year after the date on which you report for duty at your new official station¹⁹.

If you are notified by your Regional PCS Travel Coordinator that you are eligible to participate in the relocation service contract, you must decide whether you wish to sell your house using the Service's contracted relocation services vendor or through your own efforts (i.e., direct sale) when you complete your PCS forms.

If you decide to use the Service's contracted relocation services vendor to assist you in the sale of your house, you must complete the following four steps:

1. Indicate your desire to use 'Relocation Services' on the *Employee Relocation Allowance Data Sheet* (Form 3-139).
2. Complete the *Request for Contractor Provided Relocation Services* form and indicate your desire to use relocation services.
3. Select the date on which to initiate relocation services.

Note: You may delay the award of a relocation services contract for up to three months after the PCS authorization is signed. Any listing period prior to the relocation contract issuance will not be applied toward the 120 day BVO period. Any request beyond the three-month delay in initiating relocation services requires prior written approval by the Assistant Director or Regional Director in extending the PCS move. However, all residence sale and purchase transactions must be completed within one year of the date on which you report to your new official station, in order for you to be eligible for reimbursement. You may have a one year extension approved by a Directorate member based on individual circumstances in your case and based on reasons beyond your control. Situations that may justify an extension beyond one year are covered in section 1.3.

4. Unless your PCS Coordinator says you cannot select your own real estate broker, you can list your house with a real estate agent prior to the initiation date of the relocation services. The following exclusion clause must be included in your contract/agreement with the real estate agent:

"The seller(s) hereby reserve(s) the right (1) to sell the Property directly to [insert relocation vendor name] at any time and, in such event, to cancel this listing agreement with no obligation for commission or continuation of listing hereafter and (2) to turn over an acceptable written offer hereunder to [insert relocation vendor name] for closing and payment of commission which shall be deemed earned and payable only upon closing of title."

- Additionally, Departmental and GSA policy requires that you market your home at a price not to exceed 105% of its fair market value. Both your relocation vendor at the beginning of the contract and your real estate broker will have a market analysis

¹⁹ Per FTR Part 302-11.21

performed on your home to determine home value. The two values are normally averaged to determine fair market value. If one of the parties does not complete a broker market analysis, the lone broker market analysis is used. Once the appraisal comes back from the relocation vendor after the 120 day BVO period is over, the broker's market analysis no longer applies. If your home sales price needs to be adjusted to the appraised (fair market) value, it must be changed within two business days to be within 105% of its fair market value.

If your Regional PCS Travel Coordinator notifies you that you are eligible to participate in the relocation services program and you decide not to participate in the program, you must complete the *Request for Contractor Provided Relocation Services* form and indicate you do not wish to use these services. A denial of the services is final and may not be changed at a later date.

Once you enroll in the relocation services program and the contract has been awarded, a relocation services representative will contact you within 48 hours and counsel you on the appraisal and offer process. The representative will also provide you with any additional forms you need to complete as part of your move within five business days of initial contact.



While the Service's contracted relocation services vendor will provide you with all the information you need, the steps below present a high-level overview of the appraisal and offer process:

1. The relocation services vendor will send you a list of independent appraisers about one week prior to the end of the 120 day BVO period.
2. You select two appraisers and one alternate from the list in order of your preference. The two appraisals are averaged if they are within 5% value of each other. If they vary by 5% or more, a third appraisal is done and the two appraisals closest in value are averaged.
3. The relocation services vendor orders an independent appraisal of your property, title search, and any required inspections.
4. Based on the appraisal reports and home inspection report, the relocation services vendor makes an offer on your property. The relocation vendor may make an offer that is contingent upon your completing repairs to the property. This offer should come within 30 calendar days from the date of the appraiser selection and this period can be extended 15 days for cause.
5. You have 60 calendar days to accept or reject the relocation services vendor's offer.

If you receive an offer from an outside party prior to accepting the relocation services vendor's offer, you may be eligible for an 'amended value sale'. Typically, an amended value sale results when the relocation services vendor determines the offer from the outside party is acceptable. Since an outside party purchases your property, the Service pays the relocation services vendor a reduced fee and you may qualify for a home marketing incentive payment (reference section 3.5 - *Home Marketing Incentive Payment Eligibility Requirements* for details).

There are several types of relocation service contracts that your organization may utilize, depending on Departmental and Service policies. You must begin with the buyer value option (BVO) in which you are required to market your home for a period of at least 120 days before the relocation contractor orders

appraisals to be done. The relocation vendor orders title work soon after the relocation contract is awarded. Inspections are performed either at the time of award or when the appraisals are completed; they vary by vendor. Your utilities must be turned on for the inspection. Your relocation vendor's counselor will notify you if repairs are needed. Under buyer value option, you are normally permitted to choose your own real estate broker. If no buyer is found in the 120 day BVO period, the contract normally converts to an appraised value option. Under the appraised value option, it takes approximately 30 calendar days for the relocation services vendor to have the appraisals completed and to make you an offer. You will have 60 calendar days to either accept or decline the offer. During this period in which you neither accept or decline the offer, you may request a 75% equity advance payment, as covered in section 3.4.1. You have a one-time chance to appeal the offer but it must be done within 15 calendar days of the presented offer. If you receive an offer from an outside party during either the BVO or appraised value periods, you must only verbally accept the offer and turn the new offer over to the relocation services vendor. The company will review the new offer to determine whether it is acceptable. If you accept the relocation service's offer or the vendor accepts an offer from a third party, no additional expenses may be reimbursed in association with the sale of your property. Once you accept the relocation services vendor's offer, 95% of your home's equity will be paid within five business days. The relocation services vendor will pay the remaining 5% after you vacate the residence. You cannot be reimbursed for losses due to market fluctuations in housing prices. It is important that you provide your Regional PCS Coordinator and your relocation vendor's counselor with periodic updates on the status of your home sale.

Before they make an offer, the contractor will obtain estimates of repair and re-inspection costs from established, reputable, independent contractors. The employee, at their discretion, may elect to arrange for the estimates without the contractor's help. If the cost for repairs exceed \$1,000, and the employee and contractor cannot come to agreement on the original estimate, the contractor shall order a second estimate. The scope of work for which estimates are obtained shall be limited to the minimum work required to bring the home up to standards set up by the applicable law ordinance, regulation or code. The contractor shall be responsible for the costs of obtaining one estimate per repair job.

If the employee elects to complete any repairs and re-inspections, the employee will be required to complete these repairs prior to acceptance, but no later than 30 calendar days after receipt of the appraised value offer.



If you receive an offer from an outside party prior to accepting the relocation services vendor's offer and do not turn the offer over to the relocation company, and the offer does not result in the successful sale of your home, your participation in the relocation services program will be cancelled and you cannot receive the home sale incentive award. The Service will then reimburse the relocation services vendor for any services provided to you until your participation in the program was cancelled. You will be responsible for selling your home through your own efforts and will not be reimbursed for any services rendered by the relocation services vendor.

A request to reevaluate the appraised value offer may be initiated by the employee. The request for re-evaluation must be submitted by the employee within 15 calendar days from receipt of the written offer. Reevaluation should be completed within the 60-day acceptance period. This re-evaluation request is allowable if there is a variance of more than 5 percent in the appraisals.

You have the right to cancel your relocation services request or reject the contractor's offer any time prior to acceptance of an offer. By doing so, you are canceling your participation in the relocation services program. The contractor will be paid by the Service for all inspection fees, title search costs, and appraisal costs incurred up to the point of cancellation. You are entitled to copies of any document(s) prepared by the relocation services vendor and paid for by the Service that would be of use to you in selling your house. If you cancel your participation in the relocation services program and sell your house through your own efforts, you will not be reimbursed for any services previously provided and paid for by the Service under your original contract with the relocation company.

If you do not sell your home under the first relocation services contract, you may be eligible to participate in a second contract. However, the Service will only cover the costs associated with one agreement. In order to enter into a second agreement, you must reimburse the Service for all costs associated with the first contract. The Service will only grant you a second contract once you issue payment for all billed costs of the first contract and your organization approves the second agreement.



The following types of homes are not eligible for selling in a relocation services contract:

- Mobile/manufactured homes (e.g., trailer homes, houseboats; whether or not affixed to real property owned by the employee), unless the mobile home meets Federal, State, and local housing codes.
- Cooperative units.
- Houseboats.
- Non-residential property (like church or school) converted into homes.
- Homes that do not meet Federal, State or local housing codes.
- Homes that cannot be insured, appraised, or marketed. This includes homes in remote or inaccessible locations where either no comparable sales exist or no sales have occurred in the 12 months preceding the date of the first appraisal or are otherwise considered unmarketable. The determination of such a home is at the discretion of the relocation contractor but must be supported by objective documentation of factors that contributed to that determination. The contractor may refer such homes for special handling under SIN 653-5 of the GSA schedule.
- Homes that cannot be financed (Federal or conventional).
- Home on which construction has not been completed.
- Homes without foundations, potable water systems, or have toxic substances.
- Employee-owned rental properties. Only the residential unit the employee lives in is eligible for direct sale.
- Homes located outside of the United States and territories.
- Homes such as condos in which the employee does not own the land under the residence. Residences in which the employee does not own the land but owns the residence are eligible for direct sale.

3.4.1 Home Equity Advance Loan

Once the relocation services company has made an offer on your house, or you have received an offer from a third party and turned it over the relocation service company, you may request an advance equity payment from the relocation services vendor. You may request to be advanced up to 75% of the appraised value offer made by the relocation services vendor to assist you in the purchase of a house at your new official station. If you are interested in receiving a home equity advance, you should contact the relocation services vendor. You must sign an equity note with the lender.

3.5 Home Marketing Incentive Payment Eligibility Requirements

If you were awarded a relocation service contract, you are eligible for a home marketing incentive payment if all of the following circumstances apply to the sale of your house:

- You list your house with a realtor and included the exclusive clause, referenced in section 3.4 - *Determining How to Sell Your House* in your listing agreement prior to initiation of the relocation company's services.
- You decided whether to receive a relocation service contract by completing the *Request for Contractor Provided Relocation Services* form.
- You find a buyer for your house that the Service's contracted relocation services vendor determines is qualified and has made a bona-fide offer.
- You transfer your house to the Service's contracted relocation services vendor.
- The Service pays a reduced fee (i.e., amended value fee or buyer value offer) to the relocation services contractor for the sale of your house.

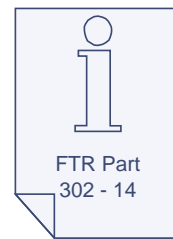
If you sell your home in the 120 days BVO period, the incentive payment is the lesser of the following three amounts:

- 3% of the price the Service's contracted relocation services vendor paid you for your residence.
- The government savings resulting from an amended value sale.
- \$10,000.

If you sell your home after the 120 day BVO period (i.e. appraised value option), the incentive payment is the lesser of the following two amounts:

- 1.5% of the price the Service's contracted relocation services vendor paid you for your residence.
- The government savings resulting from the amended value sale.
- \$5,000.

Once the sale of your residence to the new buyer is complete, your Regional PCS Coordinator determines the amount of your incentive award and works with IBC to enter the award into the payroll system. You cannot receive the incentive award until after the relocation vendor sends their final invoice to your new organization and it is processed for payment. Your organization has the discretion to delay your incentive award payment until up to two months after

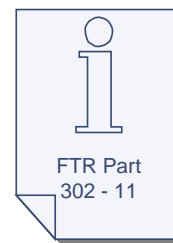


receiving the invoice because if the sale between your relocation vendor and the third party buyer falls through, you are ineligible for the incentive award.



You should be aware that incentive payments are considered taxable income and are not covered by the withholding tax allowance or the relocation income tax allowance. Any payment received will be included in your gross income on your *Leave and Earnings Statement*.

4.0 Resolving Your Unexpired Lease



As defined in section 1.1 - *Determining Your Entitlements* of this handbook, the entitlements of this section do not apply to the following transfer types:

- New appointees.
- Employees transferring from an OCONUS official station to place of actual residence for separation (e.g., retirement).
- SES career appointees making their last move home for separation (e.g., retirement).

This section will help you determine answers to the following questions:

- ✓ How do you settle an unexpired lease?
- ✓ What costs are reimbursable when settling an unexpired lease?

You are eligible for reimbursement for certain expenses associated with the settlement of your unexpired lease, if the dwelling was your actual residence at the time you were officially notified of your transfer, and one of the following three situations applies to the lease agreement:

- The lease is solely in your name.
- The lease is jointly in your name with one or more members of your immediate family.
- The lease is solely in the name of one or more members of your immediate family.

If the lease is shared with a non-family member, you will be reimbursed on a pro-rata basis.

Reimbursable expenses include broker's fees for obtaining a sublease, forfeited rent payments after you vacate the residence, forfeited security deposit, and charges for advertising an unexpired lease. The following additional conditions must be met:

- Terms of the lease provide payment of settlement expenses that cannot be avoided by sublease or other arrangement. You must take reasonable actions to avoid the unexpired lease charge such as attempting to sublease, if the contract permits it, and by doing the appropriate maintenance, cleaning, and repairs as called for in the lease.
- Expenses were not incurred due to failure to give timely lease termination notice after you had definite knowledge of your transfer.
- Broker's fees or advertising charges are not in excess of those customarily charged for comparable services in your locality.
- Forfeited rent payments in which the lease terms do not exceed three months are payable without additional review. If you claim forfeited rent payments over three months, the request must include documentation that the lease arrangement and landlord's request is in accordance with state and local law and the request must be forwarded to the Regional PCS coordinator and then the Division of Financial Management for review.
- The lease cannot be land or purchase installment contract.

- If the unexpired lease is at the new duty station, it falls under the temporary quarters entitlement.

You must complete a *Travel Voucher* (SF-1012) and itemize each expense associated with the settlement of your unexpired lease in order to be reimbursed for your expenses. In addition, you must include receipts for each expense claimed, and a copy of the signed lease agreement.



5.0 Transporting and Temporarily Storing Your Household Goods

As defined in section 1.1 - *Determining Your Entitlements* of this handbook, the entitlements of this section apply to all transfer types.

This section will help you determine the answer to the following questions:

- ✓ How will you be reimbursed for the shipment of your household goods?
- ✓ Who is responsible for disassembling and reassembling your household goods?
- ✓ Who will pack and inventory your household goods?
- ✓ How will your household goods be insured during transport?
- ✓ How long may your goods remain in temporary storage?

5.1 Determining the Amount of Household Goods You May Ship

The maximum weight allowance you are authorized for household effects and personal goods is 18,000 net pounds. You are also authorized 2,000 pounds of packing material if using ground shipment (not air shipments, as sometimes used for OCONUS). The packing material can be reduced if you move into government quarters or do a partial self-shipment (the amount of packing material is reduced proportionate to the reduction of the 18,000 pounds). You must pay for any shipping and temporary storage charges in excess of the 18,000 pound limit.

If both you and your spouse are employed by the Service and are transferring to the same official station on separate *Travel Authorizations*, you are authorized up to 36,000 pounds. Prior to shipping your goods, you should contact your Regional PCS Coordinator to verify your situation conforms to these requirements. Note also that GSA offers a handbook at <http://www.gsa.gov/graphics/fas/HHGGuide2002.pdf>.

5.2 Determining How to Ship Your Household Goods

Your household goods must be shipped using one of the following two methods:

Method 1: Shipment by Commercial Carrier.

Method 2: Self Shipment.

Note: Transfers to, from, and within OCONUS areas are required to use the Shipment by Commercial Carrier method, per the Federal Travel Regulation, section 302-7.401.

5.2.1 Shipment by Commercial Carrier

Under this method, your Regional PCS Coordinator will initiate a *Bill of Lading* with the Service's contracted commercial carrier, who will contact you once the *Bill of Lading* is received and processed. The commercial carrier will pack, ship,

store, deliver, and unpack your goods in one lot. Under this method, FWS pays the commercial carrier directly and you incur no associated upfront costs. Additional carrier charges, such as a winch to pull a piano, are paid by FWS as long as you stay within the 18,000 pound weight limit.

If you live in a remote location that the commercial carrier is unable to access by truck, the Service will pay the commercial carrier for additional costs incurred in order to reach your residence as long as you do not exceed the 18,000 pound limit.

5.2.2 Self Shipment Method

Under this method, you must itemize the costs associated with moving your household goods on a *Travel Voucher* (SF-1012). If you wish to move your goods using this method (full shipment or partial shipment), you must obtain approval from your supervisor and the authorization must be documented on your *Travel Authorization*, along with a cost comparison to what the cost the government would incur to ship.

Reimbursable costs under the self-shipment method include the following items:

- Truck rental.
- Fuel.
- Packaging materials.
- Toll charges.
- Insurance of your household goods.
- Labor (excluding labor of employee and family members). A formal contract is not required but there must be a labor receipt, such as a cleared check with notation "labor for packing HHG".
- Accompanied air baggage (beyond the authorized number of checked baggage when the employee travels en route). A cost comparison is needed for accompanied air baggage and it counts against the 18,000 pound limit.
- Unaccompanied air baggage sent via government-contracted carrier (which is not a self-shipment) is not allowed for CONUS-CONUS moves. In OCONUS moves, weight is limited to 350 pounds for employee and family members age 12 or older and 175 pounds for family members under age 12. A cost comparison is not needed for unaccompanied air baggage sent via government-contracted carrier and it counts against the 18,000 pound limit.
- Unaccompanied air baggage sent via a carrier contracted by the employee in a self-shipment is allowed for CONUS-CONUS and other moves and it counts against the 18,000 pound limit.

When you submit your *Travel Voucher* (SF-1012), you must include the following documents:

- The weight certificates from the nearest weigh station before and after loading the vehicle. If you are hauling goods in multiple trips, weight certificates must be provided for each trip. Estimated weights (IAW airline weight limits) are used for accompanied baggage if the airline does not weigh the baggage.

- A copy of your *Travel Authorization* stating you may use the self-shipment method.
- All associated receipts for which you are requesting reimbursement.
- A cost comparison, signed by your unit Household Goods Coordinator, showing what the cost would be if the government shipped. Reimbursement to the employee is limited to actual costs incurred, not to exceed what the government would have paid if it had shipped.

5.3 Shipping Professional Books, Papers, and Equipment

If you believe you exceed the maximum weight of 18,000 pounds due to professional books, papers, and equipment you may be authorized to make an extra shipment containing these goods. Professional books, papers, and equipment, include professional or specialized items that you own, but use to perform your job (e.g., periodicals, magazines).

To obtain approval for a shipment of these professional items, you must notify your Regional PCS Coordinator and submit a written inventory of the goods for review by your new supervisor along with the *Approval Form for PBP&E*. Your new supervisor will decide whether the shipment may be authorized²⁰. The goods listed on the inventory should be separated into the following three categories:

1. Professional books.
2. Papers.
3. Equipment.

Generally, items should be listed individually, but may be grouped if appropriate (e.g., encyclopedia set). For goods listed as a group, you must provide an estimate of the number of items contained in the group (e.g., encyclopedia set - 10 books). You must also provide a justification of your need for the goods included under each category. Your new supervisor will review your inventory and determine whether the items listed are necessary for the successful completion of your duties at your new official station. If items are deemed necessary and your supervisor authorizes the shipment, the commercial carrier will pack the professional items listed on your approved inventory separately from your household goods. Your *Bill of Lading* must contain separate weight readings and costs associated with your professional items in order for you to be fully reimbursed.



The *Approval Form for PBP&E* is included as [Attachment 9](#) of this handbook.

5.4 Determining What Types of Items You May Ship

5.4.1 Mobile Homes

The term 'mobile home' refers to traditional trailer homes as well as boats. You are permitted to transport your mobile home, if you certify it is used as your

²⁰ Per FTR Part 302-7.4 and memorandum FWS/DFM/028766.

current residence and will be used as your permanent residence at your new official station.

If you wish to move your mobile home to your new official station, you must contact your Regional PCS Coordinator and obtain a GSA cost comparison. The GSA cost comparison will be calculated based on the estimated cost of moving 18,000 pounds of household goods and temporarily storing the goods for 90 calendar days. You will not be reimbursed for any costs associated with moving your mobile home that exceed the amount of the GSA comparison.

If you select a commercial carrier to move your mobile home, you will be reimbursed the actual expense for the following items, not to exceed the GSA cost comparison amount:

- Carrier's charge for actually transporting your mobile home.
- Ferry fares, bridge, road, and tunnel tolls.
- Taxes, charges, and fees charged by the State or another government authority for transporting the mobile home in or through its jurisdiction.
- Charges for flag car or escort service (when required by State or local law).
- Carrier's service charge for obtaining permits.
- Costs of preparing your mobile home for movement.

You will not be reimbursed for any of the following expenses²¹:

- Maintenance.
- Repairs.
- Storage.
- Insurance for homes above carrier's maximum liability.
- Charges designated in the tariffs as "Special Service".

If you tow or drive your mobile home on your own, you will be reimbursed \$0.11 per mile in addition to the privately owned vehicle reimbursement rate of \$0.24 per mile (for CONUS transit), plus any ferry fares and / or bridge, road, and tunnel tolls.

5.4.2 Household Goods and Personal Effects

You are permitted to transport household goods, which includes furniture, appliances, clothing, books, equipment, snowmobiles, and vehicles with two or three wheels (e.g., motorcycle, moped) that belong to you and your immediate family. If you need to schedule time off or take leave to be at your residence when the carrier picks up your household goods, you must contact your supervisor or local Human Resources office.

The following items may be included in your shipment of household goods and the Service must pay a special handling charge, if necessary, as long as the entire shipment remains under 18,000 pounds and you identified it in pre-inventory:



²¹ Per FTR Part 302-10.207

- Regular and riding lawn mowers, motorcycles, mopeds, all-terrain vehicles, snowmobiles, and golf carts.
- Jet skis.
- Boats, kayaks, canoes, and boat trailers that can easily fit into the moving van. This should be verified with the PCS Coordinator prior to shipment, especially shipments to remote locations requiring reconfigurations (e.g., van to air).
- Pianos, grandfather clocks, and other large furniture-type items.
- Spare parts of a POV, including spare tires.
- Ultralight vehicles (aircraft) as defined in 14 CFR part 103.
- Unaccompanied air baggage (UAB) in CONUS-OCONUS or OCONUS-CONUS moves, limited to 350 pounds for employee and family members age 12 and older and 175 pounds for family members under age 12.

If you include any of these items in your shipment of household goods, the weight will count against your 18,000 pound limit. You should indicate your intention to ship any of the items listed above on your pre-inventory so your commercial carrier can plan accordingly.

5.4.3 Property Not Transportable at Government Expense

You may not include the following items in the shipment of your household goods even if the carrier permits them against your 18,000 pound limit and even if your approving official is willing to pay a special handling charge because these items do not meet the legal definition of household goods:

- Automobiles, trucks, vans, mobile homes, camper trailers, and similar motor vehicles.
- Farm vehicles.
- Live animals (e.g., birds, fowls, insects, reptiles).
- Cord wood and building materials.
- Property for resale or commercial use.
- Firearms and weapons.
- Flammable and/or explosive materials (e.g., fireworks, propane gas).
- Personal baggage when carried free on tickets.
- Perishable items, including frozen food.
- Unaccompanied air baggage (UAB) in CONUS to CONUS moves.

You must also familiarize yourself with your commercial carrier's policy that may include additional prohibited items. You should contact your commercial carrier regarding any items you own and are unsure about shipping as part of your household goods.

5.5 Preparing Your Household Goods for Shipment

You are authorized for the expenses associated with a commercial carrier performing one pick-up of your household goods (maximum weight of 18,000

pounds). While the commercial carrier may allow you to arrange extra pick-ups for your personal convenience, the Service will not pay for any of the associated costs²². You will be billed separately for the additional costs incurred by the Service's commercial carrier.



If you decide to ship your household goods using a commercial carrier, you should not pack your household goods yourself. You should wait and pack all household goods with the assistance of your commercial carrier to ensure items are packed properly. Packing goods on your own, without the assistance of your commercial carrier, creates the risk that the commercial carrier will have to unpack each box to check that contents were packed properly. This process will slow down the packing process and result in unnecessary expenses to the Service.

5.5.1 Pre-Inventory Weight Estimate

The Federal Travel Regulation (FTR) limits the weight allowance to 18,000 net pounds and exceptions to exceeding the weight limit are very rare. You should take the following actions to avoid surprises on move day.

1. The commercial carrier will arrive at your home to complete a pre-inventory of your items. You should ensure all items that you intend to move are accounted for in the pre-inventory list. This will assist in obtaining a more accurate estimated weight. It should be determined during pre-inventory if any items (such as a piano or snowmobile) will incur special handling charges.
2. If your weight estimate is close or exceeds 18,000 net pounds, you may decide to personally move or not move certain household items. You should maintain a record of items that you eliminated from the pre-inventory move and provide the list to the commercial carrier and your PCS Coordinator.
3. Weight estimates are not official; they are only planning tools. If the weight of items packed, shipped, or stored exceeds the weight allowance, the Service is required to collect the excess costs from you, even if the carrier made an erroneous estimate. If you believe the commercial carrier grossly erred in their pre-move estimate, you should discuss with your Household Goods Coordinator and PCS Coordinator immediately. Variances of more than 15% between the pre-move estimate and the final weight require carrier justification.

5.5.2 Disassembling and Reassembling Your Household Goods

At a minimum, you are responsible for the disassembly and reassembly of the following items prior to pick-up and following delivery of your household goods:

- Ice maker.
- Refrigerator.
- Outdoor playground equipment.
- Television, radio antennas, and satellite dishes.
- Storage shed.
- Gas dryer.

²² Per FTR Part 302-7.3.

- Desk.
- Pool table.
- Hot tub.
- Water bed.
- Dog kennel **or dog run.**

If you are unable to disassemble or reassemble any of these items, you may hire a qualified technician and claim the cost as part of your miscellaneous expenses. For more information, reference section *10.0 - Miscellaneous Expense Payment*.

5.5.3 Carrier Packing, Inventory, and Loading of Your Household Goods

Under the shipment by commercial carrier method, the commercial carrier will pack your goods. You should clearly mark any household items that you intend not to move. Items shipped unintentionally will count as part of your weight allowance total. You should watch the commercial carrier pack, inventory, and load your household goods and obtain a copy of the carrier's inventory form. You must review the inventory form to verify that you agree with the carrier's evaluation of the condition of your household goods. If you disagree with an item's evaluation, note your comments on the inventory prior to signing the form.

5.6 Insuring Your Household Goods

Insurance coverage begins at the time of pick-up of your household goods and covers your items during temporary storage until delivery. You must choose one of two methods by which to insure your household goods against loss or damage:

Method 1: Full Value Protection.

Method 2: Excess Full Value Protection.

5.6.1 Full Value Protection Method

If you ship your household goods using the Service's contracted commercial carrier, this method of protection is automatically provided to you at no additional cost. Full value protection insures your household goods at the full replacement value for individual items or covers the loss of your entire shipment at \$5.00 per pound.

John ships 10,000 pounds of household goods to his new official station. The moving truck transporting his goods is involved in an accident that results in the loss of all of John's household goods. At a maximum, John will receive \$50,000 to replace his belongings.



5.6.2 Excess Full Value Protection Method

Excess full value protection insures your household goods based on your dollar valuation of the belongings being shipped. You should select this method if you wish to ensure full coverage of your goods in the event of damage or loss of your shipment. If you select this method of protection, you will be billed for the additional cost to the Service.

5.7 Unpacking Your Household Goods

You will be reimbursed for the expenses associated with a commercial carrier performing one delivery of your household goods. While the commercial carrier may allow you to arrange extra deliveries for your personal convenience, you will be billed any of the associated costs beyond the initial delivery.

5.7.1 Carrier Delivery and Unpacking of Your Household Goods

Your commercial carrier will unpack your household goods upon request at your new residence. Unpacking refers to removing your goods from the shipping boxes and placing them on counters, tabletops, and the floor. You may direct your commercial carrier to place your furniture one time in your new residence. Your commercial carrier is not responsible for helping you position furniture multiple times while you decide how to arrange a room. You should watch carefully as the commercial carrier unpacks your goods to verify their condition and note any damage or loss on the delivery receipt prior to signing. Your commercial carrier's driver must co-sign the receipt. You may request the carrier remove all trash associated with your unpacked items.

5.7.2 Loss or Damage of Household Goods

Loss or damage of household goods should be noted on the delivery receipt and signed by you and the delivery truck driver. If the driver refuses to sign the receipt, or you notice the loss or damage after the delivery truck has left, you must contact your carrier's representative and your Regional PCS Coordinator immediately. For each lost or damaged article, document the following items:

- Number on carrier's inventory form.
- Description of item.
- Description of damage or statement of loss.
- Estimated purchase date.
- Estimate purchase cost.
- Repair or replacement costs.

You must submit your claim to the commercial carrier in writing, with the information outlined above, and a copy of the carrier's inventory form within 30 calendar days of identifying the loss or damage. The carrier has 120 calendar days to respond to your claim. If you do not receive a response from your carrier within 120 calendar days, you should contact your Regional PCS Coordinator for assistance.

5.8 Temporary Storage of Your Household Goods

You are entitled to store your household goods in temporary storage for up to 60 calendar days in a CONUS to CONUS move (90 days for CONUS to OCONUS move or OCONUS to CONUS move). However, storage of goods in excess of 30 calendar days is treated as taxable income to you and will be included as gross income on your *Leave and Earnings Statement*.

You may request to extend temporary storage of your goods in 30 day increments for an additional period of no more than an additional 90 calendar days for all types of moves by submitting a memo to your new supervisor and

Regional PCS Coordinator²³. If the extension is approved by your new supervisor, the authorization must be documented as an amendment to your *Travel Authorization*. The additional storage days are treated as taxable income to you and will be included as gross income on your *Leave and Earnings Statement*. Circumstances beyond your immediate control, which could justify additional storage time, include the following:

- An intervening temporary duty or long-term training assignment.
- The unavailability of suitable housing or delays in new residence construction.
- The serious illness of an employee or illness/death of a dependent.
- Acts of nature beyond the control of the employee.

Under no circumstances may your goods be stored in temporary storage for a period of more than 150 days in CONUS to CONUS moves or 180 days in OCONUS-CONUS or CONUS to OCONUS moves.

5.9 Extended Storage of Your Household Goods

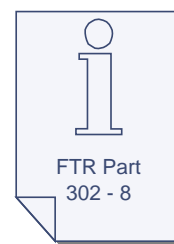
You are authorized to store your household goods for an extended period of time, if one of the following two circumstances applies to your transfer:

1. You are assigned to an isolated duty station within CONUS.
2. You are assigned to an OCONUS official station and the Service determines extended storage is cost effective.

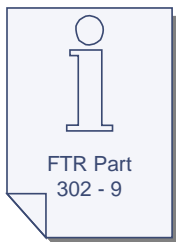
If either of these circumstances applies to your transfer and you would like to store your goods for an extended period of time, you must contact your Regional PCS Coordinator and obtain authorization from your Regional Director. If approved, your authorization for extended storage must be documented on your *Travel Authorization*.

An official station must meet one of the following two criteria to be classified as an isolated station:

- The quarters you are required to occupy at your new official station will not accommodate your household goods.
- Quarters that would accommodate your household goods are not available within 50 miles of your new official station.



²³ Per FTR Part 302-7.9.



6.0 Transporting Your Privately Owned Vehicle

As defined in section 1.1 - *Determining Your Entitlements* of this handbook, the entitlements of this section apply to all transfer types.

This section will help you determine answers to the following questions:

- ✓ Are you eligible to ship your privately owned vehicle?
- ✓ Under what circumstances is shipment permitted?

6.1 Guidance for Moves within the Continental United States

You may be eligible to ship your privately owned vehicle within CONUS only if the shipment is necessary to accelerate your arrival and availability to begin performing your duties at your new official station. If you believe it is in the benefit of your new official station to ship your privately owned vehicle in order to expedite your arrival, you must obtain approval from your new supervisor. If approved, the authorization must be documented on your *Travel Authorization*. Your shipped vehicle must be operable, legally titled, and shipped at least 600 miles. Once you have completed en route travel by any means and arrived at your new permanent duty station, you cannot ship a POV for yourself or for family members to your new duty station.



If you lease a vehicle, you should note the following two items:

1. The Service may not ship leased vehicles.
2. You are not eligible for reimbursement of any costs associated with breaking a vehicle lease agreement.

If you must report to your new official station prior to the arrival of your immediate family members, you may seek authorization to ship one privately owned vehicle. Compelling reasons for you to travel to your new official station in advance to your family include, but are not limited to, the following situations:

- You are needed to begin work immediately at the new duty station.
- Your spouse and child(ren) need to stay at your old official station in order for the child(ren) to complete the academic year.
- Your spouse and/or child(ren) need to stay at your old official station to sell your old residence.

If you are permitted to ship your privately owned vehicle, your Regional PCS Coordinator will initiate a *Bill of Lading* for the shipment. The vehicle will not be included as part of your household goods shipment. You must also familiarize yourself with your carrier service's policy, which may require you to make additional preparations prior to shipping your privately owned vehicle (e.g., draining excess fuel).

If you wish to self-ship your vehicle, you must obtain approval from your supervisor at your new official station. Your supervisor will determine whether it is in the interest of the Service to authorize your request. If authorized, approval must be documented on your *Travel Authorization*.

Be aware that you will not be reimbursed for any of the following expenses incurred as a result of shipping your privately owned vehicle:

- Shipping expenses associated with additional personal items²⁴.
- Excess baggage fees.
- Rental car and fuel expenses.
- Taxi charges.

Your privately owned vehicle may take several weeks to arrive at your new official station. During this time you are responsible for any costs associated with your daily commute to your new official station. The Service cannot provide a government or rental vehicle for the purpose of commuting to and from work while you wait for your privately own vehicle to arrive, even if the delay is due to the Government **or its contractor**.

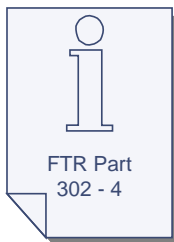
The cost of shipping a second privately owned vehicle is allowable only if you are able to submit a cost comparison that documents that shipping the second vehicle and paying you and your family to travel by common carrier is less costly to the Service than mileage and per diem cost associated with driving the privately owned vehicle to your new official duty station. If the employee does not ship a POV, the spouse can ship her POV only if it is cost-effective for the government (cost comparison is required). Under no circumstances may the Service authorize shipping three privately owned vehicles at the expense of the Government. Additionally, a single employee (no family) can only be authorized to have one privately owned vehicle shipped.

6.2 Guidance for Moves Outside the Continental United States

If you and your immediate family are moving to an official station OCONUS or returning to a CONUS official station from an OCONUS official station, you may be authorized to ship one privately owned vehicle to the location of your new official station (shipment of two or more vehicles is not permitted). If you wish to ship a vehicle to your new official station, you must notify your new supervisor and Regional PCS Coordinator. If your new supervisor approves the shipment of your privately owned vehicle, the authorization must be documented on your *Travel Authorization*. If you fail to obtain appropriate approval, there is a chance you will not be reimbursed for the costs associated with shipping your vehicle. Your shipped vehicle must be operable, legally titled, and shipped at least 600 miles.

Authorization is subject to whether the use of your privately owned vehicle at your new official station is warranted, will contribute to you performing your job effectively, and is suitable under the local conditions.

²⁴ If you are transferring from CONUS to an OCONUS official station, or from an OCONUS to CONUS official station and you are authorized to ship your privately owned vehicle, you may be authorized to make a shipment of goods and excess baggage. For more information, contact your Regional PCS Coordinator.



7.0 Traveling to Your New Official Station

As defined in section 1.1 - *Determining Your Entitlements* of this handbook, the entitlements of this section apply to all transfer types.

This section will help you determine answers to the following questions:

- ✓ What form of transportation will you use to travel to your new official station?
- ✓ How much will you be reimbursed for lodging, meals and incidental expenses while traveling to your new official station by privately owned vehicle?

You are eligible for reimbursement of certain expenses associated with your transportation, lodging, meals and incidental expenses while traveling to your new official station. Additionally, you may be eligible for reimbursement of certain expenses associated with your immediate family's transportation, lodging, meals and incidental expenses while traveling to your new official station based on the entitlements outlined in section 1.1 - *Determining Your Entitlements*.

7.1 Performing Travel to Your New Official Station

You and your immediate family members may travel to your new official station by privately owned vehicle or common carrier, as authorized by the Service. When deciding how to travel to your new official station, be aware that you are not entitled to the shipment of a privately owned vehicle if you drive en route. Shipment of a privately owned vehicle must be authorized separately (when you don't drive en route) by your new supervisor. For more information reference section 6.0 - *Transporting Your Privately Owned Vehicle*. Also, be aware that costs associated with transporting your pets are not reimbursable.

7.1.1 Travel by Common Carrier

If you would like to travel to your new official station by common carrier (e.g., commercial airline service, train), you must list the request on your *Employee Relocation Allowance Data Sheet* (Form 3-139), notify your Regional PCS Coordinator, and obtain approval. The authorization to travel by common carrier must be documented on your *Travel Authorization*. Once you receive approval to travel by common carrier, you must reserve coach-class accommodations and purchase your ticket using your FWS government charge card. If your immediate family is also traveling by common carrier, you must provide your Regional PCS Coordinator with the details of your travel arrangements. Your Regional PCS Coordinator will purchase your family's tickets on the gaining Region's corporate charge card. Additionally, you are authorized the same number of checked bags as you would in a TDY. If you want to count additional checked bags as a partial self-shipment of household goods, you must receive pre-approval prior to en route travel.



When selecting which form of transportation to use for traveling to your new official station, you should consider the implications on your daily commute to and from work. The Service may not authorize the use of a Government owned vehicle or reimburse you for incurred commuting costs, while you wait for your privately owned vehicle to arrive at your new official station.

7.1.2 Travel by Privately Owned Vehicle

If you are authorized to travel to your new official station using your privately owned vehicle, you will be reimbursed for mileage at the PCS mileage reimbursement rate. If you and your immediate family wish to travel to your new official station using more than one privately owned vehicle, you must obtain approval from your new supervisor. Approval for mileage reimbursement using more than one privately owned vehicle must be documented on your *Travel Authorization*. A cost comparison is not required (drive vs. fly) but a second vehicle cannot be approved merely to move an additional vehicle. Your supervisor will evaluate your request to drive two POVs based upon whether you qualify for one of the following exceptions:

1. Your vehicle cannot reasonably accommodate you, your immediate family, and luggage.
2. Special accommodations are necessary to transport a member of your immediate family due to age or a physical condition.
3. You must report to your new official station prior to your family, who has delayed their travel for acceptable reasons (e.g., completion of school term, sale of property, settlement of personal business affairs).
4. Your immediate family must travel to your new official station prior to you for acceptable reasons (e.g., enrollment of children in school at the beginning of the term).

The Service uses MapQuest® (www.mapquest.com) to determine distances and estimate travel time to your new official station. The PCS mileage reimbursement rate is adjusted annually; use the General Services Administration (GSA) website at www.GSA.gov/relo to check the current rate.



John, his wife Jane, and their two children drive to John's new official station. The distance between John's old and new stations is 350 miles. To determine the amount he will be reimbursed for mileage, John performs the following calculation:

$$\begin{array}{r}
 350 \text{ (Distance between old and new stations)} \\
 \times \$0.24 \text{ (PCS mileage reimbursement rate in CONUS, as of January 1, 2013)} \\
 \hline
 \mathbf{\$84.00} \text{ (Total PCS mileage reimbursement)}
 \end{array}$$



7.1.3 Travel by Rental Car

En route travel by rental car is authorized only if a cost comparison shows that it is less costly than en route travel by common carrier. Per diem costs and one-way drop off fee (if applicable) must be added to the rental car cost. The minimum daily driving distance for a rental car is the same as a POV (350 miles).

7.2 Determining Your Allowable Lodging, Meals and Incidental Expenses during Travel to Your New Official Station

7.2.1 Per Diem

As defined in section 1.1 - *Determining Your Entitlements* of this handbook, the entitlements of this section do not apply to the following transfer types:

- New appointees.
- Employees transferring from an OCONUS official station to place of actual residence for separation (e.g., retirement).
- SES career appointees making their last move home for separation (e.g., retirement).

If one of these transfer types applies to your move, you should disregard any references to the eligibility of family member's to receive per diem allowances. Due to your transfer type, you may only claim per diem allowances for yourself.

You and your immediate family may be eligible to receive per diem allowances during your travel to your new official station to cover any lodging, meals and incidental expenses (M&IE). Note that the per diem is the actual cost not to exceed the standard CONUS rate; thus, receipts are required for lodging but not for meals. In order to be eligible, you and your immediate family's travel to your new official station must meet the following two conditions:

1. Total travel time exceeds 12 hours.
2. Average travel distance is 350 miles per day.

Note: You may choose to interrupt your travel for weekends and / or holidays. However, you and your family members will not receive per diem allowances for the additional travel days. On regular business days, you may only interrupt your travel with prior authorization from your new supervisor.

If your total travel time is less than 12 hours, you and your family members will not receive any per diem allowances. If you do not meet the average daily driving distance requirement (i.e., 350 miles), you will not receive per diem allowances for the excess travel time. The only exception to this rule is the first day of travel to your new official station, when you must travel a minimum of 50 miles in order to be eligible for per diem allowances.

To determine the maximum number of days you are authorized for travel by privately owned vehicle to your new official station, divide the distance between your old and new official station by the 350 mile daily driving average. If the result is a whole number, that number is the number of days of M&IE that you are authorized. Subtract 1 to determine the number of nights of lodging that you are authorized.



John is driving to his new official station that is located 1050 miles from his old official station. John calculates the number of travel days that he is eligible for per diem reimbursement as follows:

$$\begin{array}{r} 1,050 \text{ (Total number of miles between old and new stations)} \\ \div 350 \text{ (Minimum required daily distance)} \\ \hline 3 \text{ (Number of days that M\&IE is authorized)} \\ - 1 \\ \hline 2 \text{ (Number of nights that lodging is authorized)} \end{array}$$

John performs his travel as follows, in order to remain in compliance with

Service policy and receive per diem allowances for the duration of his travel:
Day 1: 250 miles (*Lodging required*)
Day 2: 450 miles (*Lodging required*)
Day 3: 350 miles (*Arrive at new station – lodging not required*)

If the result is not a whole number, round up to the next whole number to determine the number of days of M&IE that you are authorized. Round down to the previous whole number to determine the number of nights of lodging that you are authorized.



Jane is driving to her new official station that is located 2,000 miles from her old official station. She performs the following calculation to determine the number of days she is permitted to travel:

2,000 (Number of miles between old and new stations)
÷ 350 (Minimum required daily distance)
5.71 (Actual number of travel days authorized)

Jane is authorized **6** days of M&IE and **5** nights of lodging.

Jane plans to conduct her travel as follows, to ensure she is in compliance with Service policy and eligible for per diem for the duration of the trip:

Day 1: 50 miles
Day 2: 400 miles
Day 3: 250 miles
Day 4: 400 miles
Day 5: 550 miles
Day 6: 350 miles

You will not be reimbursed for expenses incurred due to excess driving time that cannot be appropriately justified. Appropriate reasons for not meeting the daily minimum driving average include the following causes of delay:

- Unsafe weather conditions (e.g., icy roads, hurricane).
- Transportation of a family member with a physical handicap, who requires frequent stops. In this case, the employee should have an approved minimum daily driving distance in advance of travel.
- Authorized stops to perform official duties, as documented on your *Travel Authorization*.

Reasons that do not justify an extension include the following situations:

- Your privately owned vehicle breaks down.
- You or a member of your family becomes ill²⁵.

²⁵ If you or a member of your family becomes ill, you should contact your new supervisor and take sick leave.



Day 3 of Jane's 2,000 mile trip between her old and new duty stations falls on a holiday, and Jane adjusts her travel plans as follows due to personal preference:

- Day 1: 50 miles
- Day 2: 400 miles
- Day 3 (holiday): 50 miles
- Day 4: 400 miles
- Day 5: 550 miles
- Day 6: 350 miles
- Day 7: 200 miles

Since Jane decides not to travel the required driving distance during the holiday, she has taken 1 day longer for her travel than her per diem allowance covers. She is not eligible for lodging on Night 6 or any per diem allowances on Day 7.

You and your immediate family's lodging, meals and incidental expenses are reimbursed based on the standard CONUS rate using the formulas in the table below. Your first and last days of travel are reimbursed at three-fourths of the amount for M&IE calculated using the formulas in **Table 9**.

Table 9 - Reimbursement Rates for Lodging and M&IE during travel to the new official station

Traveler	Maximum Lodging per day	M&IE per day
Employee or unaccompanied spouse	Standard CONUS lodging rate	Standard CONUS M&IE Rate
Accompanied spouse	.75 x standard CONUS lodging rate	.75 x standard CONUS M&IE rate
Children age 12 and over	.75 x standard CONUS lodging rate	.75 x standard CONUS M&IE rate
Children under age 12	.5 x standard CONUS lodging rate	.5 x standard CONUS M&IE rate

The standard CONUS rate is established by GSA annually and independent of the location in which you secure lodging. The current standard CONUS rate can be found on the GSA website (www.GSA.gov/perdiem).

You must claim your expenses using a *Travel Voucher* (SF-1012) and include all lodging receipts.



John, Jane, and their two children (ages 14 and 10) are traveling to Jane's new duty station that is located 1,050 miles from her current station. Jane calculates the authorized number of travel days (1,050 miles / 350 miles = 3 days) and determines that the family is entitled to three days of M&IE and two nights of lodging. The family will complete their travel using one car. The family's PCS mileage reimbursement is calculated as follows:

$$\begin{aligned}
 &1,050 \text{ (Number of miles between old and new stations)} \\
 &\times \$0.24 \text{ (PCS mileage reimbursement rate } \rightarrow \text{ as of January 1, 2013)} \\
 &\mathbf{\$252.00} \text{ (total PCS mileage reimbursement)}
 \end{aligned}$$

Jane visits the GSA website and determines that the current standard CONUS lodging rate is \$77 and the standard CONUS M&IE rate is \$46.

The reimbursement for the first and last day of travel (Days 1 and 3) is 75% of the M&IE reimbursement rate, multiplied by the appropriate value in Table

8. The family's Day 1 and Day 3 reimbursement is calculated as follows:

Jane	John	Child, age 14	Child, age 10	
\$46.00	\$46.00	\$46.00	\$46.00	
x 0.75	x 0.75	x 0.75	x 0.75	
\$34.50	\$34.50	\$34.50	\$34.50	
x 1.00	x 0.75	x 0.75	x 0.50	
\$34.50	\$25.88	\$25.88	\$17.25	Total: \$103.51

The family's reimbursement for a full day M&IE is calculated as follows:

Jane	John	Child, age 14	Child, age 10	
\$46.00	\$46.00	\$46.00	\$46.00	
x 1.00	x 0.75	x 0.75	x 0.50	
\$46.00	\$34.50	\$34.50	\$23.00	Total: \$138.00

The family's reimbursement for a night's lodging is calculated as follows:

Jane	John	Child, age 14	Child, age 10	
\$77.00	\$77.00	\$77.00	\$77.00	
x 1.00	x 0.75	x 0.75	x 0.50	
\$77.00	\$57.75	\$57.75	\$38.50	Total: \$231.00

The family's total maximum reimbursement for their three days of travel is as follows:

- \$252.00 (Total PCS mileage reimbursement)
- \$103.51 (Day 1 M&IE)
- \$231.00 (Day 1 Lodging – 3 rooms)
- \$138.00 (Day 2 M&IE)
- \$231.00 (Day 2 Lodging – 3 rooms)
- \$103.51 (Day 3 M&IE)
- \$1,059.02 (Total maximum reimbursement)**

7.3 Additional Guidance for Moves Outside the Continental United States

If you and your immediate family are moving to an official station OCONUS or returning to a CONUS official station from an official station OCONUS, you are entitled to reimbursement based on the standard CONUS rate, as indicated in **Table 8** while traveling through the continental United States. Once you and your family begin travel outside the continental United States (e.g., Hawaii, Canada, Alaska), you are entitled to reimbursement based on the applicable locality rate instead of the standard CONUS rate indicated in **Table 8**.

If you and your immediate family are moving between two official stations OCONUS, you are entitled to reimbursement based on the applicable locality rate instead of the standard CONUS rate indicated in **Table 8**.

Per DOI policy, en route per diem on the Alaska Marine Highway (i.e. ferry system) will be at the highest CONUS rate established by GSA. On the date of this publication (FY 2013), the highest CONUS rate was \$367 per day for Vail, CO (\$296 lodging, \$71 M&IE). Staterooms for lodging on the Alaska Marine Highway are considered part of the transportation costs and the cost of lodging will not be reimbursable.

You should also note that the PCS mileage reimbursement rate for



OCONUS travel is 150% of the CONUS rate. You must document your odometer readings in order to claim the OCONUS rate of reimbursement. You will be taxed on the difference in cost between the CONUS and OCONUS rate of reimbursement.

The locality rate is determined by the location of your new official station. Current OCONUS locality rates can be found on the DTMO website (<http://www.defensetravel.dod.mil/site/perdiem.cfm>).

8.0 Staying in Temporary Quarters

As defined in section 1.1 - *Determining Your Entitlements* of this handbook, the entitlements of this section do not apply to the following transfer types:

- New appointees.
- Employees transferring from an OCONUS official station to place of actual residence for separation (e.g., retirement).
- SES career appointees making their last move home for separation (e.g., retirement).

Key Decisions

This section will help you determine answers to the following questions:

- ✓ Are you eligible for reimbursement of temporary quarter's expenses?
- ✓ How long may you stay in temporary quarters?
- ✓ What expenses are reimbursable in connection with temporary quarters?
- ✓ What amount will you be reimbursed for your stay in temporary quarters?

8.1 Determining Your Reimbursement for Time Spent in Temporary Quarters

You may be eligible for reimbursement of certain expenses associated with staying in temporary quarters if the distance between your old residence and new duty stations is 50 miles or more. Temporary quarters refer to any lodging obtained from private parties (e.g., friends and family) or commercial sources (e.g., hotel, temporary housing) that you and your immediate family temporarily occupy at either of the following locations:

- Your old official station, before you begin travel to your new official station.
- Your new official station, until you move into your new permanent residence.

Note that reimbursement for lodging at a non-commercial source (e.g., family or friend) is limited to the net additional cost incurred because of your occupancy and this cost must be documented by the provider. In most cases of lodging with family or friends, there is no net additional cost. One acceptable case would be if your family normally rented the room out to the general public but you took the room instead.

If you are authorized to stay in temporary quarters and you choose either the actual expense method or the lump sum method, you will be reimbursed for allowable expenses for an initial period of up to 30 consecutive calendar days. Although an initial period of 30 days is the norm in most cases, it can be reduced by the supervisor if the employee is expected not to need 30 days (e.g., moving into government quarters two weeks after arrival or employee will close on new residence purchase and have household goods delivered soon after arrival at new duty station).

You must submit a written request as soon as you become aware that you will need an extension and the extensions must be for reasons beyond your control. The maximum number of days allowed by law is 120.

Be aware that your authorized period in temporary quarters expires once you or a member of your immediate family moves into your new permanent residence. You will not be reimbursed for any additional temporary quarters expenses past this date, regardless of whether you used all of your authorized period. Note also that per DOI policy, occupancy of temporary quarters must be completed within one year from the report date of the transfer or appointment unless an extension is obtained.

You will not be authorized for reimbursement of expenses associated with staying in temporary quarters under the following circumstances²⁶:

- You plan to occupy Government-owned or controlled quarters at your new official station. If the government-furnished quarters are later determined to be inadequate or unavailable by the **supervisor** due to lack of furniture or other criteria, your PCS **travel authorization** can be retroactively amended and temporary quarters can be given for the days of the inadequacy or unavailability.
- You were aware of your upcoming PCS move and had adequate opportunity (i.e., more than 60 calendar days) during an extended temporary duty assignment (within three months of your PCS report date) to arrange permanent quarters at your new official station.

You will be reimbursed for allowable expenses related to your time in temporary quarters using one of the following two methods:

Method 1: Actual Expense (not available for moves to Alaska).

Method 2: Lump Sum Amount.

The method you select must be documented on your *Travel Authorization*. Once you have incurred expenses associated with travel to your new official station, the reimbursement method you selected may not be changed either by you or the approving official as the law limits retroactively amending PCS travel orders.



8.1.1 Actual Expense Method

Under the actual expense method, you receive reimbursement based on the actual allowable costs you and your family incur during your time in temporary quarters, not to exceed the maximums provided in section 8.1.1.1 - *Maximum Reimbursement*. You must itemize your actual costs for your lodging, meals, and incidentals, on a daily basis using the *Employee and Immediate Family Subsistence Expenses while Occupying Temporary Quarters* form. Unlike the lump sum option, you do not get reimbursement prior to occupying temporary quarters. Under the actual expense method, the employee and family members must occupy temporary quarters at the same time.

You must always list you and your family's actual expenses on the *Employee and Immediate Family Subsistence Expenses while Occupying Temporary Quarters* form, even if you spend more or less than your daily maximum per diem. This form is included as [Attachment 10](#) of this handbook.



Allowable costs for which you are eligible for reimbursement include the following items:

- Lodging.

²⁶ Per FTR Part 302-6.303.

- Meals and/or groceries.
- Laundry/dry cleaning.

En route status ends upon your arrival at the new duty station. If you elect to claim lodging on the night of arrival, the lodging may only be reimbursed as temporary quarters. In this case, the 30-day period of temporary quarters eligibility begins upon check-in that night. Temporary quarters M&IE may never duplicate en route (or other) M&IE. Since you will claim en route M&IE that day (75% travel day per diem), you are eligible for 25% of temporary quarters M&IE that night.

Your eligibility for meal and incidental expense allowances ends at midnight on the earlier of the following days:

- The day preceding the day that you and / or any member of your family occupies permanent residence quarters at your new duty station.
- The day your authorized period for temporary quarters expires.

Unallowable costs for which you will not be reimbursed include, but are not limited to the following items:

- Non- business related telephone charges²⁷.
- Payments of lodging to relatives and/or friends (unless you can provide evidence that an extra cost was incurred by your relatives and / or friends as a result of providing housing for you and your family).
- Rental car and / or fuel expenses.
- Taxi fees.

While telephone charges are not reimbursable under your temporary quarter's allowance, they are reimbursable under your miscellaneous expense payment (reference section 10.0 - *Miscellaneous Expense Payment*).



8.1.1.1 Maximum Reimbursement

The daily maximum reimbursement allowed is calculated using the standard CONUS rate, which is independent of the location in which you secure temporary quarters. **Table 10** presents the calculations used to determine the daily maximum amount you may be reimbursed.

Table 10 - Maximum Daily Reimbursement Amounts (First 30 Consecutive Calendar Days of Temporary Quarters – Actual Expense Method)

Traveler	Maximum daily amount
Employee or unaccompanied spouse	Standard CONUS rate
Accompanied spouse	.75 x standard CONUS rate
Children age 12 and over	.75 x standard CONUS rate
Children under age 12	.5 x standard CONUS rate

²⁷ Reference Department of the Interior Financial Administration Memorandum (FAM) 2003-17.

The standard CONUS rate is established by GSA annually and independent of the location to which you are traveling. The current standard CONUS rate can be found on the GSA website (www.GSA.gov/perdiem).

8.1.1.2 Extensions

As a general policy, the authorization of actual TQSE will be for a period **not to** exceed 30 consecutive days. If no house hunting trip was authorized or taken, requests for an additional period of 30 days (or less) not to exceed (NTE) a total of 60 consecutive days may be granted, provided a written request is submitted through the appropriate delegated authority for approval.

If a house hunting trip was authorized and taken by the employee and/or spouse, TQSE will be limited to 30 days maximum. Under extenuating circumstances only, extensions of no more than 15 days may be requested, NTE at total of 45 days of TQSE. All such requests should be made prior to the end of the first 30-day period.

Extensions beyond 45 days (if a househunting trip was taken) or 60 days (if no househunting trip was taken) will only be authorized in situations where you can demonstrate that the need for additional time in temporary quarters is beyond your control. If you believe your circumstances warrant an extension, you must provide a written justification of your need to your new supervisor for approval, and send your Regional PCS Coordinator the written justification for review. Your new supervisor will decide whether to approve the extension request with final approval by your Assistant or Regional Director. If approved, the authorization must be documented as an amendment to your *Travel Authorization* (copy should go to PCS Travel Coordinator).

Situations that may justify an extension include, but are not limited to the following:

- Shipment and/or delivery of your household goods were delayed due to strikes or acts of Nature (e.g., hazardous weather, floods, fire).
- Occupancy of temporary quarters is interrupted due to temporary duty travel, military service, or hospitalization of employee (when family is not in temporary quarters).
- Illness, injury, or death of the employee or a member of his / her immediate family.
- Inability to occupy your new permanent residence because of unanticipated problems beyond your control, such as delays in settlement or where the former owner/tenant has not moved out.

Situations that do not justify an extension include, but are not limited to the following:

- Failure to locate a new residence (rental, lease or purchase), if it is determined you did not make a whole-hearted effort to secure permanent housing.
- Failure to locate a new residence (rental, lease or purchase), in an area of moderate housing availability, due to personal preferences and decisions.
- Continued employment of your spouse at your old official station, which delays your family's move to your new official station.
- Continued attendance of children in school at your old official station, which delays your family's move to your new official station.

- Decision to build a home in an area of moderate or high housing availability (construction typically requires 90 business days or longer).
- Acceptance of an extended possession date at the time the contract for your new permanent residence is signed.
- Delays in delivery of household goods due to employee inactivity
- Use of home sale or marketing as justification to request an extension of temporary quarters beyond 60 days unless it is documented and shown by the employee that housing prices dropped dramatically and have not recovered. Examples of such documentation would be real estate tax assessments or realtor assessments. Primary reasons are general market collapse, impact of natural disaster, impact of military base closure, and impact of a plant or factory closure. The dramatic drop must be at least 10% of the home value within the last year preceding the PCS move or at least 5% of the home value in the last six months. The employee must have the house on the market at a price within 105% of current market value during the selling period. If an employee with a relocation service contract with buyer value option (BVO) has not sold their home during the 120 day or required BVO period and they've complied with the 105% rule but do not have a home with a dramatic price reduction in the last year, they can receive a temporary quarters extension beyond 60 days up to 120 days, based on the discretion of the approving officials.

If you are granted a temporary quarter's extension, the daily maximum reimbursement allowed is calculated using the standard CONUS rate, which is independent of the location in which you secure temporary quarters. **Table 11** presents the calculations used to determine the daily maximum amount you may be reimbursed for any time spent in temporary quarters beyond your first 30 consecutive days.

Table 11 - Maximum Daily Reimbursement Amounts (Extension of Temporary Quarters Beyond 30 Consecutive Calendar Days – Actual Expense Method)

Traveler	Maximum daily amount
Employee or unaccompanied spouse	.75 x standard CONUS rate
Accompanied spouse	.5 x standard CONUS rate
Children age 12 and over	.5 x standard CONUS rate
Children under age 12	.4 x standard CONUS rate

8.1.1.3 Interruptions

When the actual expense method is selected, temporary quarters can be interrupted for reasons beyond your control such as TDY, military duty, and hospitalization of employee (as long as family is not in temporary quarters). Interruption can be for sick leave requiring hospitalization of employee but not for regular leave. If temporary quarters is interrupted due to TDY or military duty, you (if unaccompanied by family) should pack your belongings and check out if your lease or agreement allows it (i.e., it may be cost-effective to pay three day lease penalty for early departure but not 30 days penalty). The cost analysis should include storage costs of personal belongings, if necessary. If your lease or agreement does not allow early departure and has a penalty that is not cost-effective to incur, you should document it in your travel voucher. If you have to

perform TDY (if unaccompanied by family) and cannot check out of temporary quarters because breaking the lease or agreement is cost prohibitive, you should obtain permission from your supervisor for dual lodging (the request should include the cost comparison). M&IE would be claimed for the TDY but not the temporary quarters. If you have to perform TDY and your family is in temporary quarters under the actual expense method, you receive TDY per diem and your family's per diem is decreased by your absence.

8.1.1.4 Additional Guidance for Moves outside the Continental United States

If you and your immediate family are moving to an official station OCONUS or between two official OCONUS stations, you are entitled to reimbursement based on the applicable locality rate, instead of the standard CONUS rate indicated in **Tables 9 and 10**. The locality rate is determined by the location of your new official station. Current OCONUS locality rates can be found on the DTMO website (www.defensetravel.dod.mil/site/perdiem.cfm).

CONUS EXAMPLE: Jane, John, and their two children (ages 14 and 10) are in the process of their transfer to Atlanta, GA. Jane's new official station authorizes her for 30 days of temporary quarters using the actual expense method. The family will arrive at temporary quarters following their last day of en route travel. As a result, they are eligible for 25% temporary quarters M&IE on the night of check-in, and for M&IE allowances for the 29 full days that they will reside in temporary quarters. Jane first visits the GSA website and determines that the current standard CONUS rate is \$77 for lodging and \$46 for M&IE. Jane then performs the following calculations to determine the family's maximum temporary quarter's reimbursement.



The family's daily maximum M&IE reimbursement is calculated as follows:

Jane	John	Child, age 14	Child, age 10	Total:
\$46.00	\$46.00	\$46.00	\$46.00	
x 1.00	x 0.75	x 0.75	x 0.50	
\$46.00	\$34.50	\$34.50	\$23.00	\$138.00

The family's temporary quarters M&IE allowance on their check-in date is calculated as follows:

\$138.00 (Daily maximum temporary quarters M&IE reimbursement)
 x 0.25 (25% temporary quarters reimbursement on check-in date)
\$34.50 (Total temporary quarters reimbursement on check-in date)

The family's maximum reimbursement for a night's lodging is calculated as follows:

Jane	John	Child, age 14	Child, age 10	Total:
\$77.00	\$77.00	\$77.00	\$77.00	
x 1.00	x 0.75	x 0.75	x 0.50	
\$77.00	\$57.75	\$57.75	\$38.50	\$231.00

The family's total maximum reimbursement for their 30 days in temporary quarters, if both M&IE and lodging are required, is calculated as follows:

M&IE	Lodging	Total Reimbursement
\$138.00	\$231.00	\$4,036.50

x 29	x 30	+ \$6,930.00
\$4,002.00	\$6,930.00	\$10,966.50
+ 34.50		
\$4,036.50		



The previous example calculated the maximum amount Jane and her family were eligible to receive; however, under this method reimbursement of temporary quarter's expenses is based on your actual expenses. You must document your actual expenses on the *Employee and Immediate Family Subsistence Expenses while Occupying Temporary Quarters* form (Attachment 10), even if you spend more or less than your daily maximum per diem. You must submit receipts for lodging expenses and a record of meal expenses.

8.1.2 Lump Sum Amount Method

Under the Lump Sum method, you are paid a fixed amount regardless of your actual expenses incurred or days spent in temporary quarters based on a period of up to 30 consecutive days in temporary quarters. Your decision to use the lump sum method should be documented on your travel authorization and may not be changed later. The amount you will be reimbursed is determined using the equations in the **Table 12**. Under this method, the employee and family members do not have to occupy temporary quarters at the same time.

Table 12 - Maximum Daily Reimbursement Amounts (Lump Sum Amount Method)

Traveler(s)	Daily amount
Employee	.75 × locality rate
Spouse	.25 × locality rate
Children (regardless of age)	.25 × locality rate

You can be paid in advance of occupying temporary quarters based on certification on a SF 1012 voucher that you intend to occupy temporary quarters. The locality rate is determined by the location of your new official station. Current locality rates for CONUS locations can be found on the GSA website (www.GSA.gov/perdiem).

You will not be reimbursed for any costs you and your family incur in excess of the fixed amount regardless of your actual expenses. Under this method, you do not need to provide any of your receipts with your *Travel Voucher* (SF-1012).

Jane, John, and their two children (ages 14 and 10) are transferring to Atlanta, GA. Jane's new official station authorizes her 30 days of temporary quarters using the fixed amount method. To determine the fixed amount Jane will receive for her family's time in temporary quarters, she first visits the GSA website to identify Atlanta's locality rate. Jane determines the daily locality rate for Atlanta is \$178 (\$129 for lodging, \$49 for M&IE). She then performs the following calculations:



The family's daily reimbursement is calculated as follows:

<i>Jane</i>	<i>John</i>	<i>Child, age 14</i>	<i>Child, age 10</i>	
\$178.00	\$178.00	\$178.00	\$178.00	
x 0.75	x 0.25	x 0.25	x 0.25	
\$133.50	\$44.50	\$44.50	\$44.50	Total:
				\$267.00

The family's total reimbursement is calculated as follows:

\$267.00 (Daily Reimbursement)

X 30 (Number of days in temporary quarters)

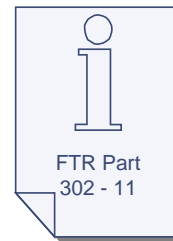
\$8,010.00 (Total reimbursement)

Jane secures housing for her family after only 25 days in temporary quarters. Jane is reimbursed \$8,010, even though she and her family stayed in temporary quarters less than the 30 days authorized.

8.1.2.1 Extensions

Under no circumstances are extensions (i.e., beyond the initial 30 days) allowed under the lump sum (fixed) amount method. You may decide to extend your stay in temporary quarters, but you will not be reimbursed for the additional time.

9.0 Purchasing Your New House



As defined in section 1.1 - *Determining Your Entitlements* of this handbook, the entitlements of this section do not apply to the following transfer types:

- New appointees.
- Employees transferring from an OCONUS official station to place of actual residence for separation (e.g., retirement).
- SES career appointees making their last move home for separation (e.g., retirement).

This section will help you determine answers to the following questions:

- ✓ What expenses are reimbursable in connection with purchasing a house at your new official station?
- ✓ What is the maximum amount you will be reimbursed?

You are eligible for reimbursement of certain expenses associated with the purchase of your new house. To be eligible, you must purchase your new house within one year of the calendar date on which you report at your new official station²⁸.

Note: If you enrolled in the relocation services program, you should contact the Service's contracted relocation services vendor and familiarize yourself with their services related to purchasing your new house.

You may not receive an advance of funds for the purchase of your house. A list of reimbursable expenses is provided below. Be aware that the total allowable reimbursement amount is limited to 5% of the purchase price of your new house, and the home must be purchased in your name or the name of one of your immediate family members (see section 3.1 – *Determining Your Eligibility*).

9.1 Reimbursable Expenses

The following expenses are reimbursable when directly related to the purchase of your new house:

- Appraisal fee for purchase of new house.
- Legal (attorney) and related fees for searching the title, preparing abstracts, and providing a title opinion, costs of preparing conveyances, other instruments, and contracts; related notary fees, cost of making surveys, cost of preparing drawings or plats; recording fees and recording taxes (or other charges incidental to recordation), document preparation; and flood certification.
- Inspection (environmental and property) when required by the mortgage lender to obtain financing or when required by Federal, State or local law.
- Credit report (when required for financing).

²⁸ An extension of up to one year may be granted by your Assistant or Regional Director on a case-by-case basis for reasons beyond your control.

- Lender's title insurance policy (if paid for by employee, on a residence purchased by the employee for the protection of property, and required by the lender).
- Escrow agent's fee, or settlement fee, for closing a real estate transaction.
- State revenue stamps.
- Transfer or mortgage taxes.
- Loan origination, loan assumption, or loan transfer fees generally limited to 1% of the amount of the new loan. Reimbursement may exceed 1% only if you prove that the higher rate does not include prepaid interest, points, or a mortgage discount and that the higher rate is customarily charged in the locality where the residence is located. Proof of a higher customary rate must include a source other than your lender and/or your broker and is subject to verification by IBC.
- Federal Housing Authority (FHA) or Veterans Affairs (VA) application fee.
- Expenses in connection with construction of a new residence, which are comparable to expenses reimbursable in connection with purchase of an existing residence.
- Power of attorney (trustee fee).
- Title examination.
- Title insurance binder.
- Bridge loan and second mortgage fees.

9.2 Non-reimbursable Expenses

The following expenses are non-reimbursable:

- Costs of litigation.
- Broker's fees or commissions. An auctioneer's fee is normally a broker's fee.
- Funding fees (e.g., VA funding fee).
- Mortgage insurance premium (MIP).
- Administrative fee (part of loan origination fee).
- The cost of owner's title insurance, "record title" policy, or mortgage insurance against damage or loss of property for one's own protection.
- Maintenance and operating costs.
- Property taxes.
- Mortgage discounts, points, interest on loans, and losses in connection with purchase of a residence due to price or market conditions.
- Hazard insurance.
- Flood insurance.
- Home warranty.
- Amortization schedule (if you claim reimbursement for the loan origination fee).

- Warehouse fee.
- Homeowner/condo fee.

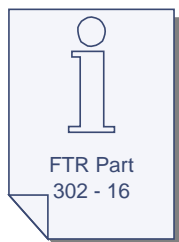
No fees, costs, charges, or expenses such as underwriting fees, processing fees, or tax service fees are reimbursable. Additionally, any expense determined to be part of a finance charge under the *Truth in Lending Act* is not reimbursable.



Similar to when you sold your old residence, you will need to prepare and submit the following documentation in order to claim reimbursement for expenses associated with the purchase of your new residence:

1. *Travel Voucher* (SF-1012).
2. *Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station* (Attachment 8).
3. *Settlement Statement* (Form HUD-1).
4. Purchase or Sales contract (a Deed of Trust is not an appropriate substitute).

Receipts for all expenses paid outside of direct closing costs (e.g., appraisal costs, credit report fees, attorney's fees) not listed on the *Settlement Statement* (Form HUD-1)



10.0 Obtaining Your Miscellaneous Expense Payment

As defined in section 1.1 - *Determining Your Entitlements* of this handbook, the entitlements of this section do not apply to the following transfer types:

- New appointees.
- Employees assigned under the Government Training Act (Public Law 85-807).
- Employees transferring from an OCONUS official station to place of actual residence for separation (e.g., retirement).
- SES career appointees making their last move home for separation (e.g., retirement).

This section will help you determine answers to the following questions:

- ✓ What expenses are reimbursable?
- ✓ Under which method will you receive your payment?
- ✓ What amount are you eligible to receive?

The miscellaneous expense payment is authorized to help you offset the various unavoidable costs associated with moving out of your old residence at your old official station and into your new residence at your new official station.

Reimbursable expenses include, but are not limited to, the items presented in **Table 13**.

Table 13 - Reimbursable Expenses under the Miscellaneous Expense Payment

Item	Reimbursable Expenses
Appliances	<ul style="list-style-type: none"> • Connecting and disconnecting appliances and equipment (e.g., washer, antenna system, ice maker, and refrigerator). • Converting appliances so they are operable under available utilities at the new station. • Adjustments to old appliances (e.g., washer cycle check, adjustment to refrigerator).
Rugs, draperies, and curtains	<ul style="list-style-type: none"> • Cutting and fitting rugs, draperies, and curtains moved from one permanent residence to another.
Furniture	<ul style="list-style-type: none"> • Adjustments to old furnishings (e.g., grandfather clock tuning, piano tuning).
Utilities	<ul style="list-style-type: none"> • Fees, deposits, and relocation expenses that will not be offset by eventual refunds. • Connecting and disconnecting utilities.
Privately owned	<ul style="list-style-type: none"> • Registration, driver's license, and use tax imposed

vehicles	for bringing automobiles and mobile homes into a new jurisdiction, if applicable.
Medical and/or dental contracts	<ul style="list-style-type: none"> • Forfeiture losses on contracts that are not transferable, due to early contract termination.
Food locker contracts	<ul style="list-style-type: none"> • Forfeiture losses on contracts that are not transferable, due to early contract termination.
Private institutional care contracts (such as those provided for invalid or handicapped dependents only)	<ul style="list-style-type: none"> • Forfeiture losses on contracts that are not transferable, due to early contract termination.
Telephone	<ul style="list-style-type: none"> • Calls and telegrams concerning otherwise allowable expenses, such as long distance telephone calls made in connection with the sale of your residence at your old official station.
Transportation of Pets	<ul style="list-style-type: none"> • Costs associated with transportation and handling of dogs, cats, and other house pets only. Costs incurred to meet the more stringent rules of air carriers that are not reimbursable, include inoculations, examinations, boarding quarantine or other costs incurred during the moving process. Other animals (e.g., horses, fish, birds, various rodents) are excluded because of their size, exotic nature, restrictions on shipping, host country restrictions, and / or special handling difficulties.
Contracts	<ul style="list-style-type: none"> • Forfeited purchase deposit when the PCS prevented you from completing a planned purchase of property at the old official station.

10.1 Non-reimbursable Expenses

The miscellaneous expense payment will not reimburse you for costs or expenses exceeding maximums provided by statute or regulations, costs reimbursed under other laws or regulations, costs incurred because of personal reasons or preferences and not required because of the move, losses covered by insurance, fines or other penalties, judgments, court costs and similar expenses from civil actions, or any other expenses caused by circumstances, factors, or actions, in which the move to the new official station was not the proximate cause. The following items are examples of such expenses:

- Losses from selling or buying real and personal property, and costs of items related to such transactions.
- Cost of additional insurance on household goods while in transit to the new official station, or cost of loss or damage to such property.

- Cost of moving household goods caused by exceeding the maximum weight limitation for which you are eligible.
- Cost of newly acquired items, such as purchase or installation cost of new rugs or draperies.
- Higher income, real estate, sales, or other taxes as the result of establishing residence in the new locality.
- Fines imposed for traffic infractions while en route to the new official station.
- Losses on the sale or disposal of items of personal property not considered convenient or practicable to move.
- Expenses associated with the damage or loss of clothing, luggage, or other personal effects while traveling to the new official station.
- Medical expenses due to illness or injury of you or your family members while en route to the new official station, or while living in temporary quarters at the Government's expense.
- Costs incurred in connection with structure alterations, remodeling or modernizing of living quarters, garages or other buildings to accommodate privately owned vehicles, appliances, or equipment.
- Costs of replacing or repairing worn-out or defective appliances, or equipment shipped to your new official station.
- Costs incurred to meet the more stringent rules of air carriers when moving pets (e.g., inoculations, examinations, boarding quarantine).

10.2 Reimbursement Methods

You are entitled to reimbursement of your miscellaneous expenses under one of the following two methods (the method does not have to be chosen by the employee at the beginning of the PCS move):

Method 1: Flat Amount.

Method 2: Itemized.

10.2.1 Flat Amount Method

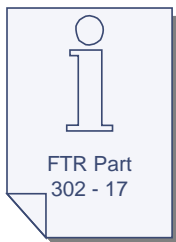
Under this method you are reimbursed via a lump sum payment and are not required to provide any supporting documentation (e.g., receipts). If you are moving without any immediate family members, you are entitled to the lesser of either \$650 or one week's basic pay. If you are moving with your immediate family, you are entitled to the lesser of either \$1,300 or two week's basic pay.

10.2.2 Itemized Method

If you feel that your miscellaneous expenses will exceed the amount reimbursable to you under the flat amount method, you may claim your expenses under the itemized method. Under this method, all of your claims must be itemized and supported by receipts justifying your expenses. The maximum you will be reimbursed, regardless of your actual miscellaneous expenses, is one

week of basic pay if you are moving without immediate family or two weeks of basic pay if you are moving with immediate family.

This allowance may never exceed the maximum two week basic pay (i.e., gross pay) rate for Grade 13 Step 10, as provided in 5 U.S.C. 5332.



11.0 Understanding the Tax Implications of Your Move

As defined in section 1.1 - *Determining Your Entitlements* of this handbook, the entitlements of this section do not apply to the following transfer types:

- New appointees.
- Employees transferring from an OCONUS official station to place of actual residence for separation (e.g., retirement).
- SES career appointees making their last move home for separation (e.g., retirement).

This section will help you determine answers to the following questions:

- ✓ What is the withholding tax allowance?
- ✓ What is the relocation income tax allowance?
- ✓ How will it impact my taxes?

As discussed throughout this handbook, reimbursement of certain expenses is considered taxable income by the IRS. Expenses for which you may be reimbursed throughout your move that are associated with the following activities are considered taxable income by the IRS:

- Taking a househunting trip (transportation, rental car, and per diem).
- En route travel meals and incidental expense (M&IE).
- Storing your household goods at a storage facility for a period of more than 30 calendar days.
- Non-temporary storage of household goods.
- Selling your residence without the assistance of relocation services.
- Receiving a home marketing incentive payment.
- Staying in temporary quarters (i.e., lodging, meals, and incidentals).
- Closing on your new residence.
- Incurring miscellaneous expenses associated with your move.
- Withholding tax allowance and relocation income tax allowance.

Note: If you relocated and you had a waiver to the 50 mile requirement (i.e., new duty station must be at least 50 miles from old residence), all your PCS benefits are taxable.

The following expenses are non-taxable:

- Shipment of household goods.
- First 30 days storage of household goods.
- Shipment of POV.
- En route transportation and lodging.
- Relocation service contract.

Any taxable reimbursements you receive within a given calendar year with respect to these activities will be included on your *W-2* as wages, tips, and compensation (i.e., gross income). To help offset the additional Federal taxes you will owe as a result of these activities, two allowances exist. The two allowances are the Withholding Tax Allowance (WTA) and Relocation Income Tax Allowance (RITA). Essentially, the WTA is an estimate of the Federal withholding taxes you will owe, whereas the RITA is based upon the actual amount you owe. Specific questions regarding your personal tax liability should be addressed by a professional tax preparer, not your Regional PCS Coordinator.

11.1 Withholding Tax Allowance

When you submit taxable moving expenses, NBC will automatically calculate the WTA applicable to your reimbursement. You do not need to claim the WTA on your voucher. Be aware the WTA is only an estimate of the Federal income taxes you will owe on the expenses for which you are requesting reimbursement. Any other tax liabilities, such as Social Security taxes, and State and/or local income taxes are not accounted for in the WTA. You will receive the amount you claimed on your *Travel Voucher* (SF-1012), less deductions for non-reimbursable items and estimated amounts withheld for Social Security taxes, and State and/or local income taxes.

For tax purposes, the WTA itself is considered taxable income and is subject to income tax withholding. The total amount of WTA paid to you during a calendar year, as well as the total of all other taxable moving expenses, will be included on your *W-2* as wages, tips, and other compensation.

11.2 Relocation Income Tax Allowance

The RITA is calculated the year after you have been reimbursed for taxable moving expenses that included a payment of WTA. For each calendar year in which you receive a payment of WTA, you must submit a RITA *Travel Voucher* (SF-1012) in the following calendar year. IBC calculates the RITA using actual figures from your *W-2* and incorporates state and any applicable local tax liabilities.

To file your RITA claim, submit a *Travel Voucher* (SF-1012), the *RITA Certification* form, copies of your *W-2* form and your *Self-Employment Tax* (1040, Schedule SE) form. If you are filing jointly, you must also include your spouse's *W-2* and *Self-Employment Tax* (1040, Schedule SE) form.

For tax purposes, the RITA is considered taxable income, and is subject to tax withholding. The total amount of RITA paid to you during a calendar year will be included on your *W-2*.

Since the WTA is calculated using the 25% Federal tax bracket regardless of your actual bracket, it is possible you may be reimbursed more via WTA than allowed by RITA. If this is the case, you will receive a *Bill of Collection* for the overpayment of the WTA. If the RITA calculation determines you did not receive enough WTA, you will receive a payment for the difference.

You will need to prepare and submit the following documentation as part of your RITA claim:

1. *Travel Voucher* (SF-1012).
 - You should sign and date the *Travel Voucher* (SF-1012), but leave the 'Amount Claimed' field on the front page blank.



- On the back page write "*RITA claim covering calendar year 20XX.*"
2. *Relocation Income Tax Allowance Certification* (Attachment 11)
 - You should complete this form with your spouse if you are filing jointly.
 3. Copies of all *Wage and Tax Statements* (Form W-2) you received during the calendar year.
 - If filing jointly, you must also include any Wage and Tax Statements (Form W-2) received by your spouse.
 - Copies of any Forms 1099 should not be provided.
 4. Copies of all *Self Employment Tax* (Form 1040, Schedule SE) forms
 5. A copy of your *Travel Authorization* and amendment if the cost structure was changed during your PCS.

Index

- Automobile. See Privately Owned Vehicle
- Boat House. See Mobile Homes
- Car. See Privately Owned Vehicle
- Category 1, 2, or 3. See Transferred Employee, definition
- Extended Storage. See Household Goods, extended storage of
- Family members
 - definition, 1
- Federal Travel Regulation, 1
- FTR. See Federal Travel Regulation
- Household Goods
 - extended storage of, 39
 - insurance,
 - excess full value protection method, 37
 - full value protection method, 35
 - packing, 37
 - professional books, papers, and equipment, 33
 - shipping, 33
 - commercial carrier, 31-32
 - self shipment method, 32-33
 - temporary storage of, 38-39
 - unpacking, 38
 - weight limit, 31
- Househunting Trip
 - about, 13
 - allowable costs, 14
 - eligibility, 13
 - lump sum method, 15
 - locality rate method, 16
- Lease Agreement
 - Unexpired Lease Agreement, 29
- Miscellaneous Expense Payment, 60
 - flat amount method, 62
 - itemized method, 62-63
- Mobile Home Sale, 26
- Mobile Home Shipment, 33-34
- New Appointee
 - definition, 2
 - discretionary entitlements, 4, 6
 - mandatory entitlements, 3-5
- OCONUS. See Outside the Continental United States
- Outside the Continental United States, 1, 39, 45
 - Alaska, 1, 47
 - American Samoa, 1
 - Guam, 1
 - Hawaii, 1
 - Pacific Islands, 1
 - Puerto Rico, 1
 - U.S. Virgin Islands, 1
- Paperwork
 - FBMS Vendor Form, Atch 7
 - Advance of Funds Application, Atch 4
- Employee Agreement Form, Atch 1
- Employee and Immediate Family Subsistence Expenses While Occupying Temporary Quarters For, Atch 10
- Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station, Atch 8
- Employee Relocation Allowance Data Sheet, Atch 2
- Example of Notice of Action Taken, Atch 12
- Relocation Income Tax Allowance Certification, Atch 11
- Request for Contractor Provided Relocation Services, Atch 3
- Travel Advance Repayment Agreement, Atch 5
- PCS. See Permanent Change of Station
- Permanent change of station, 1
- Privately Owned Vehicle Shipment, 40
- Real Estate
 - buying, 57
 - non-reimbursable expenses, 58
 - reimbursable expenses, 57-58
 - selling, 19
 - eligibility, 18
 - home marketing incentive payment, 27-28
 - non-reimbursable expenses, 20-21
 - reimbursable expenses, 19-20
 - relocation services, 21-26
- RITA. See Taxes, relocation income tax allowance
- Taxes
 - implications, 64
 - relocation income tax allowance, 65
 - withholding tax allowance, 65
- Temporary Quarters
 - reimbursement, 49
 - actual expense method, 50
 - lump sum method, 55
- Temporary Storage. See Household Goods, temporary storage of
- Trailer Home. See Mobile Homes
- Transfer type
 - determining transfer type, 2
- Transferred Employee
 - discretionary entitlements, 6
 - entitlements, 5-6
- Transferred Employees
 - definition, 3
- Travel Advance
 - about, 10
- WTA. See Taxes, withholding tax allowance

Permanent Change of Station Paperwork

- Attachment 1: Employee Agreement Form
- Attachment 2: Employee Relocation Allowance Data Sheet (Form 3-139)
- Attachment 3: Request for Contractor Provided Relocation Services
- Attachment 4: Advance of Funds Application and Account (SF-1038)
- Attachment 5: Travel Advance Repayment Agreement
- Attachment 6: Travel Voucher (SF-1012)
- Attachment 7: FBMS Vendor Request Form
- Attachment 8: Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station
- Attachment 9: Approval Form for PBP&E
- Attachment 10: Employee and Immediate Family Subsistence Expenses While Occupying Temporary Quarters
- Attachment 11: Relocation Income Tax Allowance Certification
- Attachment 12: Earnings and Leave Statement and Examples of Notice of Action Taken
- Attachment 13: Computation Form for Employee Estimate of Total Relocation Costs and Travel Advances
- Attachment 14: Guidelines for PCS Coordinators and Human Resource Offices



United States Department of the Interior
United States Fish and Wildlife Service

Employee Relocation Agreement

Conditions of Eligibility: As a condition of my eligibility for relocation benefits, and in consideration of payment by the Federal Government for travel, transportation, real estate transactions, storage of household goods, and/or other moving expenses, as may be allowable under the Administrative Expenses Act of 1946, Public Law 89-516, and any regulations issues there under by the General Services Administration, the Department of the Interior, and its Bureaus and/or Offices, I hereby agree to remain in Federal Government Service for twelve (12) months following the effective date of transfer.

I also attest that all verbal or written statements made by me as to my eligibility for relocation reimbursement are correct. I agree that at any time after I have relocated and claimed reimbursement the Department of the Interior, and its Bureaus and/or Offices, may require me to provide additional documentation to substantiate my claims.

Employee Liability for Each Agreement: The agreement to remain in the service of the Federal Government for twelve months following the effective date of transfer is not voided by a subsequent transfer whether such subsequent transfer is at the employee's request or in the interest of the Government, nor is such agreement voided by another service agreement made in connection with a second transfer. The liability of the employee for any monies expenses by the United States for his/her travel, transportation, and relocation allowances are a separate liability for each service agreement. The liability in each instance is effective for the full twelve-month period in connection with the transfer for which the service agreement is made (41 CFR 302-2.14).

In the event I fail to remain in the Federal Government service for a period of twelve (12) months following the effective date of my transfer, unless separated for reasons beyond my control and acceptable to the Agency and its Bureaus and/or offices concerned, all relocation costs and travel advances and withholding tax allowances shall be recoverable from me as a debt due to the United States (28 U.S.C. 2514). I may also be subject to fines of not more than \$10,000 or imprisonment of not more than 5 years (18U.S.C.287i.d.1001).

I am relocating for the Federal Government as a: New Appointee (41CFR 302.3) Transferring Employee (41 CFR 302-3.100)

Address of old duty station: _____

Address of old residence: _____

I am married: Yes No

Name of spouse: _____

I am in a committed relationship and claim same sex domestic partnership: Yes No

Name of domestic partner: _____

Names, relationship, and age (of children) of eligible immediate family members who will be moving with the transferee to the new duty station:

NAME	RELATIONSHIP	DATE OF BIRTH

Duplicate Reimbursement Disclosure Statement:

I certify that neither me nor a member of my family have accepted or will accept duplicate reimbursement from another agency or from a relocation service contractor. If I receive a relocation service contract, I will not claim expenses on a voucher (such as inspection or appraisal) that a relocation service contractor provides.

Signature of employee: _____ Date: _____

Typed/printed name of employee: _____

NOTE: THIS SERVICE AGREEMENT MUST BE EXECUTED BEFORE TRAVEL ORDERS CAN BE AUTHORIZED

**U.S. DEPARTMENT OF THE INTERIOR
FISH and WILDLIFE SERVICE
EMPLOYEE RELOCATION ALLOWANCE DATA SHEET**

NAME OF EMPLOYEE: SSN (last four): _____ FBMS Vendor Code: _____ (if established)	EMPLOYEE'S PRESENT ADDRESS: HOME PHONE NO.: _____
---	---

TYPE OF PERSONNEL ACTION: Date: _____	OFFICIAL DUTY STATION: PRESENT: Phone No: _____	NEW: Phone No: _____
---	--	-----------------------------

NEW STATION NUMBER: ACCOUNT TO BE CHARGED:	PROJECTED DATES OF TRAVEL: Beginning on or about: _____ ACTUAL ARRIVAL DATE: _____	Ending on or about: _____
---	--	---------------------------

NAME	RELATIONSHIP	AGE	NAME	RELATIONSHIP	AGE

Allowances Authorized (Check all blanks that apply)

1. _____ Transportation of Employee/ Family:
 _____ Common Carrier
 _____ House Hunting
 _____ En Route Travel
 _____ Government - Owned Conveyance

2. _____ Transportation of Employee/ Family by Privately Owned Vehicle :

_____ Employee only, or one member of family:	24 cents per mile
_____ Employee and one member of family, or two members of family:	24 cents per mile
_____ Employee and two members of family, or three members of family:	24 cents per mile
_____ Employee and three or more members, or four or more members of family:	24 cents per mile
_____ Other rate _____ (explain in item 14)	

NOTE: MINIMUM DRIVING DISTANCE IS 350 MILES PER DAY.

3. _____ Transportation of Employee/ Family by more than one privately owned vehicle (explain in item 14):

4. _____ En Route Per Diem for Employee:

_____ Overnight travel including lodging:	\$ _____ per day
_____ Travel of less than 24 hours not requiring lodging:	\$ _____ per day
_____ Maximum allowable outside continental United States.	

5. _____ En Route Per Diem for Family Members:

_____ Spouse accompanying employee:	\$ _____ per day (3/4 of employee rate)
_____ Spouse not accompanying employee	\$ _____ per day (full employee rate)

	Other dependents age 12 or over:	\$ _____	per day (3/4 of employee rate)
	Other dependents under age 12	\$ _____	per day (1/2 of employee rate)
6.	Transportation and Temporary Storage of Household Goods up to 18,000 lbs.		
	Actual expenses (GBL provided by Budget and Finance)	Estimated weight of HHG:	_____
	Rental Vehicle (for Self-Shipment)	Total storage days needed:	_____
7.	Transportation of Mobile Home in lieu of Household Goods (employee must sign certification below):		
	I certify that the mobile home is for use as a residence for myself and/or my family at destination:		

	(Signature of Employee)		
8.	House Hunting Trip:	Fixed Rate	Locality Rate (OCONUS only)
	_____	_____	_____ Standard CONUS rate
	<i>NOTE: Fixed Rate must be specifically stated on Travel Authorization for the Employee or Spouse or Both</i>		
	Per Diem for Employee:	\$ _____	per day (not to exceed 10 days)
	Total number of days anticipated:	_____	
	Per Diem for spouse accompanying employee	\$ _____	per day
	Per Diem for un-accompanying trip for spouse:	\$ _____	per day (not to exceed 10 days)
	Total number of days anticipated:	_____	
	Rental vehicle:	_____	
	POV, round trip mileage, plus local travel, not to exceed 50 miles per day	_____	
9.	Temporary Quarters:	Standard CONUS	Lump Sum Rate (Maximum 30 days)
	_____	_____	_____ OCONUS Locality rate
	days not to exceed maximum daily rates as follows:		
	Standard CONUS / Actual Expenses, up to	_____	
	\$ _____ employee plus	\$ _____	total for family members for first 30 days
	\$ _____ employee plus	\$ _____	total for family members for second 30 days
	Lump Sum Rate / Actual Expenses up to	_____	days not to exceed maximum daily rates as follows:
	Employee Only	Number of Days x .75 of Locality Per Diem Rate	\$ _____
	Each Additional Family Member	Number of Days x .25 of Locality Per Diem Rate	\$ _____
10.	Miscellaneous Expenses:		
	_____	\$650 - Employees without immediate family	
	_____	\$1300 - Employees with immediate family	
11.	Real Estate Expenses:		
	_____	Selling Estimated Value of Home	\$ _____
	_____	Buying Estimated Value of Purchase	\$ _____
	Relocation Services Contract:		
	_____	Relocation Services Vendor	
12.	Shipment of Personally Owned Vehicle (POV) within CONUS:		_____ OCONUS
	(Issued under separate GBL from household goods).		
	NOTE: Shipment of POV is allowed only to expedite employee's arrival at new duty station.		
13.	Advance of Funds for Travel Expenses, Transportation and Temporary Storage of Household Goods or Mobile Home (unless by GBL), House hunting Trip and Temporary Quarters as authorized hereby, and as estimated and itemized on SF-1038, "Advance of Funds Application and Account."		
14.	Other Allowances, Explanations, etc.		

Requested by (Signature of Employee)	Date
Approved by (Signature of Program Official)	Date
Approved by (Signature of Authorizing Official)	Date

Request for Contractor Provided Relocation Services

NAME: _____

OLD DUTY STATION ADDRESS: _____

OFFICE TELEPHONE NO: (OLD) (_____) _____ (NEW) (_____) _____

HOME TELEPHONE NO: (_____) _____

ADDRESS OF HOME TO BE SOLD: _____

ESTIMATED VALUE OF HOME: \$ _____ (Maximum eligibility is \$600,000)

EFFECTIVE DATE OF TRANSFER (Reporting Date at New Duty Station): _____

DATE EMPLOYEE AGREEMENT SIGNED: _____

I have been informed on the coverage of the relocation services which are available to me through a third party relocation contractor. I or a member of my immediate family has full title (or equitable title interest as defined in the FTR) of the property being sold. I request the following services and understand that the fees paid to the contractor will void my entitlement to direct reimbursement of these fees.

_____ (653-1A) Home Sale Services - to be initiated on: _____
Date

I wish to delay initiation for the following reasons (if applicable):

_____ I do/do not expect this to be a short sale in which I owe more on the mortgage than the home's estimated value (short sale requires special handling in the relocation contract).

Other Services I wish to use: (653-1B) _____ Home Marketing Assistance

(653-1C) _____ Destination Services (Rental Assistance, Buyer Assistance, and Mortgage Counseling)

_____ I do not desire the services offered in the contract. This decision may not be changed upon issuance of the Travel Authorization.

I understand this request may not be changed at a later date to add additional services for which the Government incurs a cost. I also understand that I may request the contractor services be terminated at any time I desire.

The expenses and fees paid to the contractor for the services requested will be reimbursed to the Government if I fail to fulfill the requirements of my Service agreement.

Date

Signature

ADVANCE OF FUNDS APPLICATION AND ACCOUNT	1. TYPE OF ADVANCE <input type="checkbox"/> CASH <input type="checkbox"/> CHECK	2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT	3. NAME (Last, first, middle initial) 5. TELEPHONE NUMBER(S)	4. ACCOUNT NO. 6. SOCIAL SECURITY ACCOUNT NO.			
In compliance with Privacy Act of 1974 the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, and E.O. 9397 of November 22, 1943. The primary purpose of the information is to facilitate the review, approval, accounting, and advancement of funds for travel and certain relocation allowance expenses to be incurred under appropriate administrative authorization. The requested information will be used by officers and employees of this agency who have a need for such information in the performance of their official duties. The information will be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, security clearances, or other investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited for use as an employee identification number. Disclosure of the requested information is voluntary; however, failure to provide the information required may result in delay or suspension of your advance of funds request.		7. DEPARTMENT OR ESTABLISHMENT		8. BUREAU, DIVISION OR OFFICE			
		9. APPLICATION -- (For completion by applicant)					
		An advance of funds is hereby requested for travel and other expenses to be incurred by me.			e. BALANCE DUE U.S. FROM PREVIOUS	\$	
		a. UNDER AUTHORIZATION NUMBER		b. DATE OF AUTHORIZATION		f. AMOUNT HEREIN APPLIED FOR	
c. TRAVEL PERIOD		From To		g. TOTAL			
d. MAIL CHECK TO: <input type="checkbox"/> OFFICE <input type="checkbox"/> RESIDENCE (Give address -- number, street, city, State, ZIP code)			Note: Outstanding advances not fully recovered by deductions from reimbursement vouchers must be promptly repaid. When travel is canceled or indefinitely postponed, the full amount of any outstanding advance shall be repaid immediately.				
APPLICANT SIGN HERE			DATE				
10. APPROVAL		SIGNATURE AND TITLE OF APPROVING OFFICIAL		DATE APPROVED			
12. REMARKS				11. APPROPRIATION TO BE CHARGED			
				13. CASH PAYMENT RECEIVED			
				DATE			

STANDARD FORM 1038 (REV. 10-77)
Prescribed by GSA, FPMR (41 CFR) 101-7

13. RECORD OF ACCOUNT			NAME	ACCOUNT NO.				
TRANS-ACTION DATE	TRAVEL PERIOD		REFERENCE (Schedule or voucher number)	MEMO OF APPROVED EXPENSE VOUCHER		ADVANCE ACCOUNT		
	FROM	TO		VOUCHER TOTAL	AMOUNT PAID EMPLOYEE	ADVANCED	REPAID	BALANCE DUE
			
			
			
			
			
			
			
			
			
			
			
			
			
REMARKS								

TRAVEL ADVANCE REPAYMENT AGREEMENT

During your Permanent Change of Station (PCS) move you may receive travel advances to assist you with the expenses you will incur for certain parts of the move. These advances are due back to the U.S. Fish and Wildlife Service within 90 days from the date the advance is issued. After the 120 day period expires, the advance begins to age. Once the advance ages 60 days, it is considered outstanding and a notice is sent notifying you that the advance must be repaid within 30 days. After the advance ages 90 days, a lump sum payroll deduction is initiated. Should this happen, you are notified by letter when the deductions will start and how much will be deducted per pay period. At this point, a payment plan may not be negotiated.

To avoid payroll deductions, a travel voucher should be filed five days after each part of your PCS move.

Travel advances are not to be used for anything other than what is stated on the travel advance request form.

Employee Name

Employee Signature

Date

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE			2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO. 4. SCHEDULE NO.				
TRAVELER PAYEE	5. a. NAME (Last, first middle initial)			b. SOCIAL SECURITY NO.		6. PERIOD OF TRAVEL a. FROM _____ b. TO _____					
	c. MAILING ADDRESS (Include ZIP Code)			d. OFFICE TELEPHONE NO.		7. TRAVEL AUTHORIZATION a. NUMBER(S) _____ b. DATE(S) _____					
	e. PRESENT DUTY STATION			f. RESIDENCE (City and State)		10. CHECK NO.					
8. TRAVEL ADVANCE a. Outstanding _____ b. Amount to be applied _____ c. Amount due Government _____ <i>(Attached)</i> <input type="checkbox"/> Check <input type="checkbox"/> Cash d. Balance outstanding _____				9. CASH PAYMENT RECEIPT a. DATE RECEIVED _____ b. AMOUNT RECEIVED \$ _____ c. PAYEE'S SIGNATURE _____		11. PAID BY					
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH <i>(List by number below and attach passenger coupon, if cash is used show claim on reverse side.)</i>		I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7)									
		AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL FROM _____ TO _____ (e) _____ (f) _____					
13. I certify that this voucher is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher. <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black;"> TRAVELER SIGN HERE </td> <td style="width:10%; border-bottom: 1px solid black;"> DATE </td> <td style="width:20%; border-bottom: 1px solid black;"> AMOUNT CLAIMED </td> <td style="width:10%; border-bottom: 1px solid black;"> \$ _____ </td> </tr> </table>								TRAVELER SIGN HERE	DATE	AMOUNT CLAIMED	\$ _____
TRAVELER SIGN HERE	DATE	AMOUNT CLAIMED	\$ _____								
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$30,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).											
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government, (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a). <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:45%; border-bottom: 1px solid black;"> APPROVING OFFICIAL SIGN HERE </td> <td style="width:10%; border-bottom: 1px solid black;"> DATE </td> </tr> </table>					APPROVING OFFICIAL SIGN HERE	DATE	17. FOR FINANCE OFFICE USE ONLY COMPUTATION a. DIFFERENCES IF ANY _____ <i>(Explain and show amount)</i>			\$ _____	
APPROVING OFFICIAL SIGN HERE	DATE										
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION a. VOUCHER NO. _____ b. D.O. SYMBOL _____ c. MONTH & YEAR _____				b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION <i>Certifier's Initials</i> _____		\$ _____					
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT AUTHORIZED CERTIFYING OFFICIAL SIGN HERE <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:45%; border-bottom: 1px solid black;"> APPROVING OFFICIAL SIGN HERE </td> <td style="width:10%; border-bottom: 1px solid black;"> DATE </td> </tr> </table>				APPROVING OFFICIAL SIGN HERE	DATE	c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol): _____		\$ _____			
APPROVING OFFICIAL SIGN HERE	DATE										
18. ACCOUNTING CLASSIFICATION				d. NET TO TRAVELER		\$ _____					

FBMS Vendor Request Form

Attachment 7

To request a new vendor or an update to an existing vendor, complete this form.

Remedy Issue ID _____

Requestor Information			
Date (Enter MM/DD/YYYY)	Bureau FWS	Request Type Routine (within 48 hrs) <input checked="" type="radio"/> Emergency (Notify VMM helldesk by phone) <input type="radio"/>	
Requestor Name	Phone Number	E-mail Address	

Action(s) Requested						
<input checked="" type="radio"/> Create a new vendor	Manual - Non-CCR Vendors, Cashiers, Non-Federal, CCR exempt	<input checked="" type="radio"/>	Foreign <input type="radio"/>	Invitational Traveler - These may be employees of one bureau but considered invitational to another	<input type="radio"/>	Employee- Generally interfaced from FPPS
<input type="radio"/> Change						
<input type="checkbox"/> Link to corresponding customer						
<input type="checkbox"/> Vendor needed in Prism Contracts						
<input type="checkbox"/> Vendor needed in Prism Grants						
<input type="checkbox"/> Vendor needed as Real Estate Business Partner						

Vendor Information			
Last Name (Business Name)	First Name		Middle Initial
Address			
City	State District of Columbia	Postal Code	Country United States

Vendor Contact for Request		
Name	Phone	E-mail Address

1099 Information	
1099 Eligible? <input type="checkbox"/>	

Business Information		
Social Security Number	ASAP Recipient ID (ASAP vendors only)	<input type="checkbox"/> ASAP Waiver
Taxpayer Identification Number	DUNS	

Financial Institution Information				
<input type="checkbox"/> Waiver from EFT/ACH?	Bank Name	ABA Number	Account Number	Account Type <input checked="" type="radio"/> Checking <input type="radio"/> Saving

Other Special Instructions

EMPLOYEE APPLICATION FOR REIMBURSEMENT OF EXPENSES INCURRED
UPON SALE OR PURCHASE OF RESIDENCE UPON CHANGE OF OFFICIAL STATION

I. Employee information

Name:	Mailing address:	Purchase: _____ Sale: _____
Sale	Purchase	
Complete address of residence:	Complete address of residence:	
Price:	Price:	
Date of closing or settlement:	Date of closing or settlement:	
Amount claimed:	Amount claimed:	

II. Employee certification:

SALE:

I hereby certify that the amount claimed in connection with the above sale represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer.

Signature of employee: _____ Date: _____

PURCHASE:

I hereby certify that the amount claimed in connection with the above purchase represents only amounts actually paid by me and that title to the property is in my name and/or a member of my immediate family and is my residence.

Signature of employee: _____ Date: _____

REFER TO: FTR 302-6.2d or the Employees on the Move Handbook for information.

THE FOLLOWING ARE NOT REIMBURSABLE:

Processing fee	
Tax service fee	
Underwriting fee	
Commitment fee	

APPROVAL FORM FOR PBP&E

As authorizing official at this transferred employee's new duty station, I have carefully reviewed the attached itemized inventory of "professional books, papers, and equipment" provided. This term refers to professional or specialized items and other materials that are personally owned by the employee for use in the performance of official duties. The term does not include sports equipment or office, household, or shop fixtures and furniture; e.g., bookcases, file cabinets, desks, and racks of any kind even though used in connection with the professional books, papers, and equipment.

I hereby certify that all items listed are necessary for the employee's duties at the new station, and if these items were not transported, the same or similar items would have to be obtained at Government expense for the employee's use at the new official station. On that basis, I approve shipment of these items as a separate lot from the transferring employee's household goods.

Employee's Estimated PBP&E Weight _____ pounds

Approving Official Signature _____

Date _____

DAY #	Date		COST OF MEALS			FEES & TIPS	COST OF GROCERIES	LAUNDRY AND DRY CLEANING	TOTAL	LODGING	TOTAL EXPENSES FOR THE DAY
	20		BREAKFAST	LUNCH	DINNER						
22											
23											
24											
25											
26											
27											
28											
29											
30											
										Actual Expenses TOTAL	

Note: TQ M&IE may never duplicate TDY M&IE. Please indicate below any TDY performed during dates of TQ claimed:

Dates of TDY	Voucher No. #
_____	_____
_____	_____
_____	_____

INSTRUCTIONS

1) Eligibility Conditions and Limitations. Subsistence expenses of employee, for whom a permanent change of station is authorized or approved, and each eligible member of the immediate family for a period of not more than sixty (60) days, (additional sixty (60) days may be allowed when justified) while necessarily occupying temporary quarters. Use of temporary quarters must begin within thirty (30) days after date employee reports for duty at new official stations, or if not begun during this period, then not later than thirty (30) days from date family vacates residence at old station, but not beyond the maximum time for beginning allowable travel and transportation. Time begins from date employee, spouse, or any immediate family occupies such quarters and shall run concurrently.

2) Allowable items. Reimbursement is allowed only for actual and necessary subsistence expenses incurred which are directly related to occupancy of temporary quarters and are reasonable as to amount and duration.

Allowable subsistence expenses include only charges for meals, lodging, and fees and tips incident thereto, laundry, cleaning and pressing of clothing. Expenses for local transportation incurred for any purpose during occupancy of temporary quarters will not be allowed. Amounts claimed for lodging must be supported by receipts. In addition, receipts are required for allowable cash expenditures in excess of \$75 (301-11.3(C)). Vouchers must be submitted every 30 days at a minimum.

3) Limitations. Reimbursements for occupancy of temporary quarters are allowable for actual subsistence expenses incurred, as defined above, but not in excess of amounts derived from applying the basic formula to the per diem rate afforded by the tabulations for each 30-day period that temporary quarters are necessarily occupied.

A separate form must be prepared for each 30-day period for which reimbursement is being claimed.

- ◆ Please verify that your new job location is at least 50 miles farther from your former residence than your old job location was from your former residence?

() YES or () NO

To verify the IRS distance test, please use the following example:

If your old job was 3 miles from your former home, your new job must be at least 53 miles from that former home.

The above information is true and accurate to the best of my (our) knowledge. I (We) agree to notify the Denver Administrative Service Center of any changes to the above (i.e., from amended tax returns, tax audits, etc.) so that appropriate adjustment to the RITA can be made. The required supporting documents (*W-2*'s and *Schedule SE*) are attached. Additional documentation will be furnished if requested.

IF EMPLOYEE AND SPOUSE FILED A JOINT RETURN, BOTH MUST SIGN BELOW

Employee's Signature

Date

Spouse's Signature

Date

EXAMPLE: How to Crosswalk Notices of Action Taken with Leave and Earnings Statements

From Notices of Action Taken: Sample Voucher Payment												
Voucher #	\$ Claimed	WTA	Suspended	Disallowed	Allowed	Tax Withheld	\$ After Tax	Applied to Adv	Check \$	PCS Advance Balance		
										Beginning	Applied	Balance
1A	188.90	62.97	0.00	0.00	251.87	100.75	151.12	151.12	0.00	4,292.03	151.12	4,140.91
1B	2,348.86	742.50	0.00	121.36	2,970.00	1,188.00	1,782.00	1,782.00	0.00	4,140.91	1,782.00	2,358.91
1C	821.58	58.50	0.00	32.95	847.13	93.60	753.53	753.53	0.00	2,358.91	753.53	1,605.38
---Total					4,069.00	1,382.35	2,686.65	2,686.65	0.00			
From Leave and Earnings Statement:												
Earnings Section of L&E Statement: PCS Related Gross Income:												
	Taxable	3,455.87										
	Nontaxable	613.13										
	---Total	4,069.00										
Deductions Section of L&E Statement: PCS Payment Outside System:												
	---Total	2,686.65										

Outstanding Travel Advance

PCS related income

\$ applied to travel advance

Outstanding Travel Advance

Department of the Interior		EARNINGS AND LEAVE STATEMENT		For Pay Period Ending	Net Pay				
				Pay Period #	Pay Date				
Name Working Stiff		Pay Plan/Grade/Step GS 25 10		Annual Salary \$ 1,000,000	Hourly Rate \$ 500.00				
Home Address 1234 Main Street Your State		Pay Check Mailing Address							
BASIC INFORMATION									
SSN Yes		ABA/Bank Routing Number 000000000		Service Comp Date 1000					
Agency FWS		Cumulative Retirement Agency \$45,000,000		Dept ID IN					
FLSA Class EXEMPT		Organization Code Yes		Pay Begin Date					
TSP (amt/pct) 00 %									
Your Pay Consists of		Current	YTD	Tax Information	Marital Exemptions Status				
Gross		5,000.00		Federal	Additional Current YTD				
Total Deductions				State -	Withholding Wages Wages				
Net Pay		4,000.00							
EARNINGS									
TYPE	RATE	ADJUSTED	HOURS	YTD HOURS	CURRENT	YTD			
Other Taxable Income		3455.87							
Moving Allowance-Nontaxable		613.13							
DEDUCTIONS									
TYPE	MISC	ADJUSTED	CURRENT	YTD	TYPE	MISC	ADJUSTED	CURRENT	YTD
CSRS Retirement-Deduction					Medicare Tax				
Federal Taxes					State Tax 1 / OR				
Health Benefits - Pretax					Health Benefits - Pretax				
FEGLI - Regular					PCS - Payment Outside System	2686.65			
Thrift Savings Plan (TSP)									
BENEFITS PAID BY GOVT.									
TYPE	CURRENT	YTD	TYPE	CURRENT	YTD				
FEGLI			FEHB						
FERS/CSRS			Medicare						
LEAVE									
TYPE	Begin Bal Current	Begin Bal Lv Yr	Earned Current	Earned YTD	Used Current	Used YTD	Ending Bal		
Annual									
Sick									
Comp									
Credit Hours									
Admin									
Annual Leave									
Category:	Projected Yr End Bal:		Max Carry Over:		Use or Lose Balance:				
REMARKS									
CASH AWARD PROCESSED THIS PAY PERIOD PAY ADJUSTMENT PROCESSED THIS PAY PERIOD PLEASE REVIEW YOUR LES PROMPTLY AND THOROUGHLY. IF YOU THINK YOUR PAY IS IN ERROR, NOTIFY YOUR PAYROLL CONTACT IMMEDIATELY. OVERPAYMENTS MAY CAUSE TAX IMPLICATIONS IF NOT REPAID THIS YEAR. GET YOUR REFUND IN LESS THAN HALF THE TIME BY USING IRS E-FILE WITH A DIRECT DEPOSIT INTO YOUR BANK ACCOUNT. FASTER, SAFER AND MORE CONVENIENT! EMPLOYEE IS RESPONSIBLE FOR VERIFICATION OF PAY, DEDUCTIONS, AND LEAVE.									

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

U.S. Department of the Interior
Fish and Wildlife Service

Notice of Action Taken

PCS Advance Balance	
Beg. Balance	\$4,292.03
Applied	\$151.12
Ending Balance	\$4,140.91

Voucher Identification: PCS Voucher Number: 1A			
Amount Claimed	WTA+	Suspended	Disallowed
\$188.90	\$62.97	\$0.00	\$0.00
Allowed	Tax Withheld	Applied to Adv.	Amount of Check
\$251.87	\$100.75	\$151.12	\$0.00

EXPLANATION: The withholding tax allowance (WTA) and taxes calculated by the National Business Center on taxable moving expenses are estimates. The taxes withheld are adjusted by FPPS and this adjustment will likely result in a reduction of the employee's salary check within the next 1-4 pay periods

Paid as Claimed

Please keep the attached Form 3-255 for your current year income tax records.

<p>Note: If you have additional supporting facts, you may submit a supplemental claim. If you do, please refer to the voucher number shown above</p>		
SIGNATURE:	Authorized Certifying Officer	DATE:

U.S. Department of the Interior
Fish and Wildlife Service

Notice of Action Taken

PCS Advance Balance	
Beg. Balance	\$4,140.91
Applied	\$1,782.00
Ending Balance	\$2,358.91

Voucher Identification: PCS Voucher Number: 1B			
Amount Claimed	WTA+	Suspended	Disallowed
\$2,348.86	\$742.50	\$0.00	\$121.36
Allowed	Tax Withheld	Applied to Adv.	Amount of Check
\$2,970.00	\$1,188.00	\$1,782.00	\$0.00

EXPLANATION: The withholding tax allowance (WTA) and taxes calculated by the National Business Center on taxable moving expenses are estimates. The taxes withheld are adjusted by FPPS and this adjustment will likely result in a reduction of the employee's salary check within the next 1-4 pay periods

Disallowed: \$121.36

T.Q. Per Diem; maximum allowable T.Q. per diem was calculated and reimbursed as follows:

Employee	30	days	@	M&IE	Lodging	=	2,227.50
Spouse		days	@	19.50	30.00	=	0.00
Unaccompanied spouse		days	@	29.25	45.00	=	0.00
X Dependent >12		days	@	19.50	30.00	=	0.00
X Dependent <12		days	@	15.60	24.00	=	0.00
				Total Max. Allowable		=	2,227.50
					Claimed	=	2348.86
					Disallowed	=	(121.36)

Please keep the attached Form 3-255 for your current year income tax records.

<p>Note: If you have additional supporting facts, you may submit a supplemental claim. If you do, please refer to the voucher number shown above</p>		
<p>SIGNATURE:</p>	<p>Authorized Certifying Officer</p>	<p>DATE:</p>

U.S. Department of the Interior
Fish and Wildlife Service

Notice of Action Taken

PCS Advance Balance	
Beg. Balance	\$2,358.91
Applied	\$753.53
Ending Balance	\$1,605.38

Voucher Identification: PCS Voucher Number: 1C			
Amount Claimed	WTA+	Suspended	Disallowed
\$821.58	\$58.50	\$0.00	\$32.95
Allowed	Tax Withheld	Applied to Adv.	Amount of Check
\$847.13	\$93.60	\$753.53	\$0.00

EXPLANATION: The withholding tax allowance (WTA) and taxes calculated by the National Business Center on taxable moving expenses are estimates. The taxes withheld are adjusted by FPPS and this adjustment will likely result in a reduction of the employee's salary check within the next 1-4 pay periods

Disallowed: \$32.95

Pet Charges (Lodging); Additional expenses incurred because of pets are not reimbursable, per CG Decision B-227189, March 25, 1988. Employee was charged the following additional expenses per lodging receipts:

09/30/06	\$10.00
10/01/06	\$10.00
10/02/06	\$5.45
10/03/06	\$7.50

Please keep the attached Form 3-255 for your current year income tax records.

Note: If you have additional supporting facts, you may submit a supplemental claim. If you do, please refer to the voucher number shown above		
SIGNATURE: 	Authorized Certifying Officer	DATE:

Computation Form for Employee Estimate of Total Relocation Costs and Travel Advances

Name of Employee: _____

Travel Authorization Number: _____

Object Class	Estimate of Costs	Advance Requested	Taxable
	To be completed by:		
	Budget & Fin	Employee	Budget & Fin
213 D M&IE en route: _____ days @ \$ _____	\$ _____	\$ _____	\$ _____
213D Lodging en route: _____ days @ \$ _____	\$ _____	\$ _____	\$ _____
213P Transportation en route: _____ miles @ \$ _____ cents per mile	_____	_____	_____
213C Commercial Transportation - en route: _____	_____	_____	_____
213V Perdiem/Househunting -- Circle 1: CONUS / FIXED / LOCALITY _____ DAYS @ \$ _____	_____	_____	_____
213W Transportation / Househunting _____ miles @ \$ _____ cents per mile	_____	_____	_____
213C and/or Air Fare _____	_____	_____	_____
213R and/or Rental Car _____	_____	_____	_____
213T Taxi Car _____	_____	_____	_____
213L Local Travel _____	_____	_____	_____
1212 Temporary Quarters Allowance -- Circle 1: CONUS / FIXED			
Conus: _____ days @ _____ 1st 30 days	_____	_____	_____
_____ days @ _____ 2nd 30 days	_____	_____	_____
Fixed: _____ days @ _____ 30 days	_____	_____	_____
1213 Real Estate _____	_____	_____	_____
1216 Miscellaneous Allowance _____	_____	_____	_____
224F Shipment and Storage of Household Goods: _____ lbs/GBL	_____	_____	_____
Storage over 30 Days (Taxable) _____	_____	_____	_____
224G Shipment and Storage of HH Goods/U-Haul: _____ days	_____	_____	_____
Storage over 30 Days (Taxable) _____	_____	_____	_____
224L Transportation of POV - Government Bill of Lading (GBL) _____	_____	_____	_____
224K Transportation of Mobile Home _____	_____	_____	_____
			Subtotal:
1215 Relocation of Income Tax Allowance (RITA) 33.33333333% of subtotal of (Col C)	_____	_____	_____
TOTAL ESTIMATED COSTS (AMOUNT OBLIGATED)	\$ _____		
TOTAL ADVANCE REQUESTED		\$ _____	

Attachment 14

GUIDELINES FOR PCS COORDINATORS AND HUMAN RESOURCE OFFICES

- Vacancy announcements should not be silent as to whether or not relocation expenses will be paid. Vacancy announcements should be one of the following:
 - 1) "Relocation expenses will not be paid".
 - 2) "Relocation expenses will be paid".
 - 3) "Relocation expenses will be paid but relocation contract for home sale will not be paid".
 - 4) "Relocation expenses will be paid, including home sale contract, but contract will have four month period before appraisals are initiated and maximum home value is \$600,000."
- Voluntary assignments are either "primarily for the employee's convenience and benefit and are at his/her request" or "in the interest of the government." Voluntary transfers deemed to be primarily for the benefit of the employee are not authorized reimbursement for relocation expenses. Voluntary transfers that are in the interest of the government are authorized reimbursement of relocation expenses.
- Employees at the GS-13 grade and higher must have relocation expenses paid if the assignment is in the interest of the government and not voluntary (Service policy).
- Employees who are eligible for relocation expense reimbursement will be given 45 days to report to their new duty station from the date they formally accept a job position. A delayed report date gives the employee time to get their affairs in order at their old duty station and is required by the Federal Travel Regulation. Failure to give employees a delayed report date will adversely affect the employee's productivity and may cause significant impacts to the employee both financially and emotionally. It will also increase the risk to the bureau as there is a stronger probability that costs for the shipment of HHG and the cost of creating a task order for relocation services will increase significantly. The employee can voluntarily report sooner than 45 days.
- HR offices must notify their bureau or local relocation coordinators within 3 business days after a formal job offer has been accepted by an employee eligible for relocation benefits. They must provide the relocation coordinator with at least the following information:
 - 1) Employee name, address, phone number, and email (note that the home of record for PCS to an OCONUS location is important later for separation entitlements and should be documented by HR);

2) Hiring officials name, phone number, and email; and

3) Expected report date of relocating employee.

- The bureau or local PCS coordinator should then provide initial counseling to the relocating employee and provide the weblink to the Service PCS handbook. The initial counseling should include whether a relocation service contract will be given and if so, whether the employee can select their own real estate broker and the BVO 120 day requirement.
- Once the PCS travel authorization is issued, we cannot arbitrarily retroactively change it to add or reduce entitlements unless there is an error or omission in the original order or if there is a major change in circumstance (such as death of employee). Financial hardship is not a valid reason to retroactively amend a PCS travel authorization.
- The one year service agreement cannot be modified to add or reduce more or less time than the one year and the requirement to stay in the federal government cannot be modified to change "federal government" to "Department of Interior" or "FWS". In terms of the employee completing the one year service agreement, the employee must pay back the full costs (costs are not pro-rated by months of service) if they voluntarily retire, resign, or are terminated by proper cause. A disability retirement or claim accepted by the Service is considered outside the employee's control and they do not have to pay back PCS costs. If an employee cannot serve one year because their spouse received a new job it is considered within the employee's control.

U.S. Department of the Interior

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