Resource Manual 31B
Relocation Policies
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Table of Contents

1 General Rules ........................................................................................................................................ 7
  1.1 Relocations of Relatively Short Distance ..................................................................................7
  1.2 Advance Notice to Employees ...............................................................................................7
  1.3 Accomplishment of Travel and Transportation ...............................................................................7
  1.4 Place of Actual Residence at the Time of Hire .............................................................................7
  1.5 Forms Required Prior to Issuance of Travel Authorization ...............................................................7

2 Eligibility for Relocation Allowance ........................................................................................................8
  2.1 Persons Eligible for Relocation Allowances Under the Federal Travel Regulations ...........8
  2.2 Allowances Reimbursable to New Appointees, Including Student Trainees, Within CONUS and OCONUS ...........................................................................................................................................8
  2.3 Allowances Reimbursable to Transferring Employees within CONUS and OCONUS ..........8
  2.4 Dual Career Moves ..............................................................................................................8
  2.5 OCONUS Overseas Tour Renewal Agreement Travel .................................................................9

3 Travel Advances ...................................................................................................................................10
  3.1 Travel Advances for Relocation Costs ......................................................................................10
  3.2 Issuance of Travel Advances for Relocation Costs .........................................................................10
  3.3 Entitlements That Justify an Advance ......................................................................................10
  3.4 Other Entitlements Warranting an Advance ..................................................................................10
  3.5 Relocation Entitlements Not Included in Calculating an Advance .................................................11
  3.6 Advance of Funds ................................................................................................................11
  3.7 Liquidation of Advances ..........................................................................................................11
  3.8 Employee Liability ................................................................................................................12
  3.9 Use of Government Charge Card .............................................................................................12

4 House Hunting Trip ..............................................................................................................................12
  4.1 Authorization of House Hunting Trips ......................................................................................12
  4.2 Restrictions on House Hunting Trips ...........................................................................................12
  4.3 Relocation Allowances for House Hunting Trips ........................................................................13
  4.4 Advance House Hunting Trips ...................................................................................................14
  4.5 Fixed Amount Reimbursement Option ........................................................................................14

5 Allowance for Subsistence and Transportation (Per Diem En Route) .........................................................14
  5.1 General ......................................................................................................................................14
  5.2 Per Diem En Route ..................................................................................................................14
  5.3 Persons Excluded From Payment of Per Diem Allowances ..........................................................15
  5.4 Privately Owned Vehicle Mileage and Per Diem Allowances .....................................................15
  5.5 Travel by Common Carrier .........................................................................................................16

6 Temporary Quarters Subsistence Expense .................................................................................................17
6.1 Definition of Temporary Quarters .............................................................................................. 17
6.2 Prerequisites for Temporary Quarters Subsistence Expense ......................................................... 17
6.3 Persons Not Eligible for Temporary Quarters Subsistence Expense .............................................. 17
6.4 Beginning of Eligibility Period for Temporary Quarters Subsistence Expense ............................. 17
6.5 Determining the Eligibility Period for Temporary Quarters Subsistence Allowance .................... 18
6.6 Effect of Paid Days on Eligibility Period ....................................................................................... 18
6.7 Determining the Eligibility Period for Occupancy of Temporary Quarters in Other Cases .......... 18
6.8 Allowable Expenses While Occupying Temporary Quarters—Rules ............................................... 19
6.9 Itemization and Receipt Requirements ......................................................................................... 19
6.10 Time Limits for Eligibility Period ................................................................................................ 19
6.11 Applicable Maximum Per Diem Rates ......................................................................................... 20
6.12 Fixed Amount Reimbursement ..................................................................................................... 21

7 Allowance for Miscellaneous Expenses .......................................................................................... 22
7.1 Purpose ........................................................................................................................................... 22
7.2 Coverage ....................................................................................................................................... 22
7.3 Restrictions and Exclusions .......................................................................................................... 22
7.4 Limits on Miscellaneous Expenses Allowance ............................................................................. 22
7.5 Types of Costs Covered ................................................................................................................. 22
7.6 Types of Costs Not Covered .......................................................................................................... 23

8 Allowance for Expenses Incurred in Connection With Residence Transactions ............................ 24
8.1 Purpose ........................................................................................................................................... 24
8.2 Prerequisites for Eligibility ............................................................................................................. 24
8.3 Types of Residences Covered ........................................................................................................ 24
8.4 Persons Excluded ............................................................................................................................ 25
8.5 Maximum Reimbursement ............................................................................................................... 25
8.6 Determining Allowable Expenses .................................................................................................. 25
8.7 Examples of Reimbursable Expenses ............................................................................................. 26
8.8 Examples of Non-reimbursable Expenses ..................................................................................... 27
8.9 Required Documents for reimbursement of real estate expenses ................................................. 28
8.10 Lease-Breaking Expenses on Employee's Residence at Old Official Duty Station .................... 28
8.11 Unexpired Lease Expenses on Employee's Residence at Old Official Duty Station .................. 28

9 Shipment and Storage of Household Goods .................................................................................... 29
9.1 Definition of Household Goods ..................................................................................................... 29
9.2 Weight Restrictions ......................................................................................................................... 29
9.3 Determining Net Weight of Household Goods ............................................................................... 29
9.4 Selecting the Method of Transporting Household Goods ............................................................. 30
9.5 Shipment of Professional Books and Equipment ......................................................................... 32
9.6 Origin and Destination .................................................................................................................... 32
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.7  Temporary Storage Time Limit and Financing</td>
<td>33</td>
</tr>
<tr>
<td>9.8  Non-temporary Storage of Household Goods</td>
<td>33</td>
</tr>
<tr>
<td>9.9  Non-temporary Storage of Household Goods Outside the Conterminous United States (OCONUS)</td>
<td>34</td>
</tr>
<tr>
<td>9.10 Release Valuation (Insurance) When Moving Household Goods by Bill of Lading (BL)</td>
<td>34</td>
</tr>
<tr>
<td>9.11 Loss and Damage Claims</td>
<td>35</td>
</tr>
<tr>
<td>9.12 Transportation of Mobile Homes</td>
<td>36</td>
</tr>
<tr>
<td>10.1 Purpose</td>
<td>36</td>
</tr>
<tr>
<td>10.2 Eligibility and Limitations</td>
<td>36</td>
</tr>
<tr>
<td>10.3 Methods and Allowances for Transporting Mobile Homes</td>
<td>36</td>
</tr>
<tr>
<td>10.4 Mobile Home Miscellaneous Expenses</td>
<td>37</td>
</tr>
<tr>
<td>11  Transportation of Privately Owned Automobile (POV)</td>
<td>37</td>
</tr>
<tr>
<td>11.1 Transportation of POV within the Continental United States (CONUS)</td>
<td>37</td>
</tr>
<tr>
<td>11.2 Authority to Reimburse Commuting Cost at the Duty Station</td>
<td>38</td>
</tr>
<tr>
<td>12  Relocation Allowances and Income Tax</td>
<td>38</td>
</tr>
<tr>
<td>12.1 General</td>
<td>38</td>
</tr>
<tr>
<td>12.2 Eligible Employees</td>
<td>39</td>
</tr>
<tr>
<td>12.3 Employees Not Eligible for RITA</td>
<td>39</td>
</tr>
<tr>
<td>12.4 Obligating Funds for RITA</td>
<td>39</td>
</tr>
<tr>
<td>12.5 Moving Expenses Covered By RITA</td>
<td>39</td>
</tr>
<tr>
<td>12.6 Deduction of Relocation Allowances on Employee's Tax Return</td>
<td>40</td>
</tr>
<tr>
<td>12.7 Policies and Procedures</td>
<td>40</td>
</tr>
<tr>
<td>13  Temporary Change of Station</td>
<td>40</td>
</tr>
<tr>
<td>13.1 Authorization of Temporary Change of Station (TCS) Move</td>
<td>40</td>
</tr>
<tr>
<td>13.2 Persons Not Eligible</td>
<td>40</td>
</tr>
<tr>
<td>13.3 TCS Authorization for Long-term Assignment</td>
<td>40</td>
</tr>
<tr>
<td>13.4 Expenses that are allowable under TCS are:</td>
<td>41</td>
</tr>
<tr>
<td>13.5 Non-temporary Storage of Household Goods</td>
<td>41</td>
</tr>
<tr>
<td>13.6 Return Trip Entitlements</td>
<td>41</td>
</tr>
<tr>
<td>13.7 Temporary Quarters Subsistence Expenses</td>
<td>41</td>
</tr>
</tbody>
</table>
1 General Rules

1.1 Relocations of Relatively Short Distance
To authorize the reimbursement of relocation expenses, an administrative determination must be made that the relocation is incident to a change of station.

A. Relocation allowances for transfers within the same general local or metropolitan area generally will not be authorized.
B. Generally, the relocation of a residence may not be considered as incident to a change of station unless the one-way commuting distance from the old residence to the new official duty station is at least 50 miles greater than from the old residence to the old official duty station. An exception may be granted if you meet the criteria outlined in Chapter 302-2.6, of the Federal Travel Regulations and you obtained approval from the Comptroller.

1.2 Advance Notice to Employees
A. Employees should be given as much advance notice of relocation as possible—not less than 30 days except when:
B. A regional policy is in place that requires additional time (i.e., Alaska).
C. An employee and both the losing and gaining agencies agree to a lesser period.
D. A statute or a regulation stipulates a lesser period.
E. Emergency circumstances prevail.

1.3 Accomplishment of Travel and Transportation
A. Maximum time limits exist for beginning travel and transportation.
B. Two years from the effective date of transfer is the limit.
C. An additional two years may be granted for completion of residence transactions if:
   1. There are delays due to shipping restrictions on transfers to or from posts outside continental U.S.
   2. A written request, outlining the need for an additional year, is submitted to the regional office for approval.

NOTE: When reimbursement provisions change between the effective date of the transfer or appointment and the time that the employee files a relocation claim, the provisions applicable at the effective date of the transfer or appointment are used for determining the allowance.

1.4 Place of Actual Residence at the Time of Hire
A. The place of actual residence may be the residence from which the employee commutes daily.
B. The place of actual residence may be the point from which entitlements are computed.
C. A residence should be specified in the service agreement.

1.5 Forms Required Prior to Issuance of Travel Authorization
In order to provide information to the NPS relocation service coordinator for the preparation of a travel authorization and other documents associated with a permanent change of station, all individuals must complete the following forms. A travel authorization and related documents must be in place before an employee incurs any expense associated with a permanent change of station.

A. “Employee Relocation Agreement within the 48 Continental United States” (see the NPS Permanent Change of Station [PCS] Employee Handbook, Appendix A, Exhibit 2); or
B. “Employee Relocation Agreement Outside of the 48 Continental United States” (ibid, Appendix A, Exhibit 2A).
C. “Employee Transfer Questionnaire” (ibid, Appendix A, Exhibit 3).
D. SF-1038 "Advance of Funds Application" (ibid, Appendix A, Exhibit 5).
E. “Shipment of Household Goods Questionnaire” (ibid, Appendix A, Exhibit 4).
F. “Request for Contractor Provided Relocation Services” (ibid, Appendix B).
G. “Dual Career Move Election” (ibid, Appendix A, Exhibit 11), if applicable
H. SF-52 “Request for Personnel Action”

2  Eligibility for Relocation Allowance
2.1 Persons Eligible for Relocation Allowances Under the Federal Travel Regulations
A. Federal Government civilian officers and employees
B. New appointees, including past employees with a break in service to any position in the Federal Government
C. Employees transferred incident to reduction in force (RIF) or transfer of function
D. Student trainees assigned upon completion of college work to any position in the Federal Government
E. Department of Defense overseas dependents and school system teachers
F. Career appointees to the Senior Executive Service (SES), and prior SES appointees who have elected to retain SES retirement benefits upon their retirement and return to the place where the individual has elected to reside

2.2 Allowances Reimbursable to New Appointees, Including Student Trainees, Within CONUS and OCONUS
A. Transportation for an appointee and family
B. Per diem for appointee only
C. Mileage if a privately owned vehicle is used
D. Transportation of household goods and personal effects
E. Temporary storage of household goods and personal effects not to exceed 90 days; an additional 90-day extension may be requested.
F. Non-temporary storage of household goods if appointed to an isolated location
G. Transportation of mobile home in lieu of transportation of household goods (CONUS only)
H. Transportation of a privately owned vehicle, if approved

2.3 Allowances Reimbursable to Transferring Employees within CONUS and OCONUS
A. Transportation for employee and family
B. Per diem for employee and family
C. Miscellaneous expenses
D. A house hunting trip
E. A temporary quarters subsistence
F. A residence transaction
G. Transportation of a mobile home is allowed in lieu of transportation of household goods
H. Transportation of a privately owned vehicle, if approved

2.4 Dual Career Moves
A. When more than one member of the same immediate family is employed with the same or different government agencies, and transferred in the interest of the government, each may receive separate
relocation benefits. However, to prevent duplicate payments, a written determination must be made as to which employee will receive relocation benefits for non-employee family members.

B. The allowances authorized shall apply to one of these:
   1. Each employee separately, in which instance none of the employees is eligible for any allowance as a member of the immediate family.
   2. Only one of the employees is selected, in which case the other employee is eligible for allowances solely as a member of the immediate family. Duplicate payments cannot be made (as an employee and as an immediate family member).
   3. When two or more employee members of the same immediate family elect separate allowances, non-employee members of the immediate family shall not receive duplicate allowances because the employee members elected separate allowances.
   4. A written determination as to which of the two alternatives is selected shall be made in writing using the “Dual Career Move Election” and signed by all employee members of the same immediate family. When employee family members elect separate allowances, the determination also shall specify under which employee member's authorization non-employee family members will receive allowances. The determination should also specify under which employee's entitlement the household goods will be shipped. A copy of this determination shall be filed with the agency in which each employee member is employed.

2.5 OCONUS Overseas Tour Renewal Agreement Travel

A. Employees may be eligible to receive allowances for travel and transportation expenses for the purpose of returning home to take leave between tours of duty overseas. These provisions also are applicable to employees serving tours of duty in Alaska or Hawaii, but only under the conditions specified below.

B. In order to qualify for allowances under this section, an employee before departure from their overseas post of duty must have:
   1. Satisfactorily completed a prescribed tour of duty as provided in their service agreement.
   2. Entered into a new written agreement for another period of service at the same or another post duty overseas.

C. For employees who transferred to Alaska or Hawaii after September 8, 1982, allowances may not be authorized for employees assigned, appointed, or transferred to a post of duty in Alaska or Hawaii unless it is determined under regulations prescribed by the Bureau that payment of these expenses is necessary for the purpose of recruiting or retaining an employee for service of a tour of duty in Alaska or Hawaii. The payment of travel and transportation expenses for tour renewal agreement travel for recruiting or retention purposes is limited to two round trips beginning within five years after the date that the employee first begins any period of consecutive tours of duty in Alaska or Hawaii.

D. If the post of duty involved is located in Alaska or Hawaii, and the travel and transportation expenses allowable for tour renewal agreement travel under this provision for those employees who as of September 8, 1992 were:
   1. Serving a current tour of duty in Alaska or Hawaii;
   2. En route to a post of duty in Alaska or Hawaii; or
   3. Engaged in tour renewal agreement travel and have entered into a written agreement to serve another tour of duty in Alaska or Hawaii.

E. Allowances—The amount payable is limited to per diem and transportation costs for the employee and transportation costs, but not per diem for their immediate family.
F. Destination–An eligible employee and their family are allowed expenses for travel from the overseas post of duty to their place of actual residence at the time of assignment to the overseas post of duty. An alternate destination is allowable. However, an employee must spend a substantial amount of time (one quarter of the time, including travel days) in the United States, Puerto Rico, the Commonwealth of Northern Mariana Islands, United States territory or possession, incident to travel under this provision to be entitled to the allowance authorized. When travel is to an alternate location, the allowance may not exceed the amount which would have been allowed for travel over a usually traveled route from the post of duty to the place of actual residence.

G. Travel must take place within six months of the employee's completed tour. Trips cannot be saved.

H. Local hires are not eligible.

**NOTE:** Transfers between a post of duty in Alaska and a post of duty in Hawaii will not constitute consecutive tours of duty for purposes of continuing eligibility of tour renewal agreement travel (CFR 302-1.13[2]).

3 Travel Advances

3.1 Travel Advances for Relocation Costs

The maximum amount of a travel advance for relocation costs is limited to 80% of the estimated costs.

A. Purpose of travel advance:
   1. Travel advances are paid to meet certain relocation costs related to an employee's transfer.
   2. The employee's relocation should be planned as far in advance as possible so they can receive an advance before beginning travel to their new official duty station.

B. Application for advance:
   1. Standard Form 1038 must be prepared and submitted by the employee requesting an advance.
   2. Application for advances should normally be requested at least three weeks before incurring costs, if possible, but not before the travel authorization has been approved.
   3. A copy of the travel authorization must accompany the advance application (SF-1038) before it is issued by the Accounting Operations Center.

3.2 Issuance of Travel Advances for Relocation Costs

Travel advances for relocation costs may not be issued from imprest funds, third-party drafts, or government-issued credit cards.

3.3 Entitlements That Justify an Advance

A. Lodging may only be included in an advance of funds if the employee does not have a Government issued credit card. Lodging charges paid with a Government issued credit card are centrally billed to the Government, and are therefore non-reimbursable to the employee. Only meals and incidental expenses (M&IE) for an authorized house hunting trip justify an advance (rental car and airfare are "centrally" billed on the employee's government card).

B. En route travel and temporary subsistence

C. En route travel to a new duty station, per diem (lodging plus M&IE), and mileage

D. Subsistence while occupying temporary quarters in 30-day increments

E. If new to government service, mileage for family and per diem for employee ONLY

F. Estimated costs should include the family's per diem.
3.4 Other Entitlements Warranting an Advance
A. Transportation and temporary storage of household goods (HHG) when not shipped on a bill of lading (BL)
B. Transportation of a mobile home when not shipped on a government bill of lading, if authorized
C. Transportation and storage of an employee's automobile when not shipped on a government bill of lading, if authorized

NOTE: Transportation and storage of household goods and privately owned vehicle are usually paid by the government directly to the vendor via the GBL method.

3.5 Relocation Entitlements Not Included in Calculating an Advance
A. Miscellaneous expenses
B. Residence transactions
C. Non-temporary storage of household goods
D. Lease settlement expenses
E. Transportation and storage of household goods shipped via government bill of lading or actual expense method
F. Travel services purchased with a government transportation request or with a J.P. Morgan government charge card
G. Overseas tour renewal agreement (home leave) travel
H. Separation travel
I. Advance return of dependents
J. Relocation Income Tax Allowance (RITA)
K. Centrally Billed Lodging

3.6 Advance of Funds
Any advance of funds should be made in increments.
A. The initial advance of funds for temporary quarters subsistence expenses shall not exceed the amount authorized for the first 30-day period (or other authorized period if less than 30 days).
B. Funds may be advanced for subsequent 30-day periods as authorized with the relocating employee's understanding that a travel voucher from them will be forthcoming.
C. Relocating employees should be advised that when an advance of funds is needed for second and subsequently authorized 30-day periods, the request for advance should be submitted in sufficient time to allow for processing, approval, and issuance of the advance of funds.

3.7 Liquidation of Advances
A. The relocating employee is responsible for the prompt settlement of their outstanding travel advances.
B. The employee is required to submit a travel voucher within five working days after completion of the authorized travel or segment of permanent change of station travel, or each 30-day period if the travel period exceeds 30 days.
C. When the traveler submits their travel voucher (SF-1012), block eight of this form should indicate if there is an outstanding travel advance.
D. Outstanding travel advances should be liquidated by the following methods, which are listed in the order that they should be applied:
   1. An advance applied to the amount of travel reimbursement voucher submitted by the traveler
   2. A check made payable to the NPS by the traveler for any amounts due the government
3. By deduction from any current salary due (accrued annual leave may not be considered current salary)
4. By deduction from lump sum terminal payment
5. By “offset” against retirement credit
6. By deduction from any other amount due from the United States to the employee or their estate
7. By any other legal methods that may be necessary and indicated by circumstances

3.8 Employee Liability
Advances are based on the employee's prospective entitlement to reimbursement and are considered to be loans.
An advance is the employee's private property and the employee remains indebted to the government until it is refunded or “offset” against reimbursable travel expenses.

3.9 Use of Government Charge Card
A. The government charge card is offered to all employees.
B. Although not all employees possess the government charge card at the time of the relocation, those that do may use it to charge authorized relocation costs:
   1. Relocation costs for per diem, transportation and other expenses while en route for the employee and immediate family
   2. Relocation costs incurred during house hunting trips
   3. Lodging expenses incurred during temporary quarters

4 House Hunting Trip
4.1 Authorization of House Hunting Trips
House hunting trips are not to be authorized until the employee has agreed to the transfer, the date of the transfer has been established, and the employment agreement has been signed and returned to the initiating office.

House hunting trips shall not be made at government expense until a travel authorization has been issued which includes the following:
A. Authorization for a round trip
B. Mode of transportation and period of time allowed for the trip
C. Specific date for reporting to the new official station
D. Indication that the employment agreement is signed and on file

NOTE: If the agency determines the most advantageous method of transportation to be via common carrier, but the employee transports their vehicle to the new duty station and returns via common carrier, the employee’s reimbursement will be limited to the lowest cost authorized on the travel authorization.

4.2 Restrictions on House Hunting Trips
The National Park Service permits an advance house hunting trip to facilitate and expedite the employee's move and to minimize the time needed to occupy temporary quarters. However, an advance house hunting trip will not be authorized under the following circumstances:
A. When the employee will be assigned government or other prearranged residence quarters at the new official station
B. When the employee has not yet formally agreed to transfer to the new duty station
C. When either the old or new duty station, or both the old and new duty stations, are located outside the 48 contiguous states
D. When the map distance between the old and new stations is less than 75 miles via the usually traveled surface routes
E. When the trip is for any purpose other than to seek permanent quarters. For example, house hunting trips would not be allowed to permit:
   1. An employee to decide whether they will accept a transfer
   2. An employee to travel to their new duty station in order to make a final inspection, arrange home financing, and execute settlement documents
   3. An employee to locate a lot on which to build a residence
   4. An employee to transport a privately owned vehicle (POV)

NOTE: If the agency determines the most advantageous method of transportation to be via common carrier, but the employee transports their vehicle to the new duty station and returns via common carrier, the employee's reimbursement will be limited to the lowest cost authorized on the travel authorization.

NOTE: Reimbursement would be permitted for a house hunting trip to locate a lot on which to move a trailer for use as a permanent residence.

New appointees (including shortage category, SES and Presidential appointees, student trainees, and employees under the Government Employees Training Act) cannot be authorized house hunting trips.

4.3 Relocation Allowances for House Hunting Trips
A. In determining the appropriate mode of transportation to authorize for a house hunting trip, consideration should be given to provide minimum time en route and maximum time at the new official station.
B. One round trip for a reasonable period of time not to exceed to days (including travel time) for the employee and/or spouse may be authorized.
C. Separate round trips by the employee and spouse may be authorized, but the allowance is limited to the cost of one round trip for the employee and spouse traveling together.
D. The maximum per diem entitlement for the employee or unaccompanied spouse is the locality rate in effect, as prescribed by GSA, for the area where the house hunting trip is made. The maximum daily entitlement for an accompanied spouse is 75% of the employee's rate.

NOTE: the M&IE allowance on days of departure/return is limited to 75% of the applicable rate, as described above.

E. Transportation via privately owned vehicle:
   1. If a privately owned vehicle is authorized, it should be considered advantageous to the government.
   2. The reimbursable mileage allowance would be the same as for using a privately owned vehicle for relocation transportation.
   3. The authorized mileage allowance for a privately owned automobile is based on the moving expense mileage rate established by the Internal Revenue Service (IRS). IRS guidance is available on the internet at www.irs.gov. GSA also publishes the mileage rate in an FTR Bulletin on an intermittent basis. You may find the FTR Bulletins at www.gsa.gov/relo. Because this rate is updated frequently, please review these sites for the current published rate.
F. Transportation via common carrier:
   1. Must be at less than first class air or lowest first class by train
   2. A ticket should be purchased through the following means:
      a. Government-contracted travel agency
      b. Government-issued charge card, if available
      c. Regional or park corporate account if the relocating employee does not have a government-issued charge card

G. Reasonable expenses for local transportation at the new duty station are allowed.
   1. The mode of local transportation must be consistent with the mode of transportation authorized for travel to and from the new official station.
   2. Expenses for taxis are limited to transportation between depots, airports, or other carrier terminals, and the place of lodging.

4.4 Advance House Hunting Trips
An advance house hunting trip by the employee and/or the spouse must be accomplished prior to reporting to the new official station.

4.5 Fixed Amount Reimbursement Option
A. The employee may be offered an alternative to be reimbursed a fixed amount without requiring receipts for house hunting trip subsistence expenses instead of the per diem allowance under the lodging-plus reimbursement method.
B. The fixed amount will be determined by whether one person or two persons will perform the house hunting trip.
   1. When only one person will perform a house hunting trip, the amount is determined by multiplying the applicable locality per diem rate by 5.
   2. When both the employee and the spouse perform a house hunting trip, a single amount is determined by multiplying the applicable locality rate by 6.25.
   3. However, if the employee and the spouse take separate trips, the first voucher will be limited to 5 times the locality rate and the second voucher will be limited to 1.25 times the locality rate.
C. The fixed amount option should not be offered without weighing the cost of each reimbursement option on a case-by-case basis.

5 Allowance for Subsistence and Transportation (Per Diem En Route)
5.1 General
In most cases, employees entitled to relocation allowances are allowed per diem, transportation, and other expenses in accordance with the rules applicable to temporary duty travel. In such cases, per diem and transportation allowances are usually payable for the employee's immediate family.

NOTE: All PCS claims MUST be submitted on a Standard Form 1012-Schedule of Expenses and Amounts Claimed Travel Voucher (see the NPS PCS Employee Handbook, Appendix A, Exhibit 9) GovTrip will not calculate the amounts properly for a PCS claim).

5.2 Per Diem En Route
A. Per diem allowance for a move is based on the standard CONUS rate as set by GSA when a personal vehicle is used and on CONUS locality rates as set by GSA when commercial transit is used. The accompanying spouse is entitled to 75% of the employee's rate. Each of the employee's dependent
children over 12 years of age is entitled to 75% of the employee's rate. Each of the employee's dependent children under 12 years of age is entitled to 50% of the employee's rate. If separate travel has been authorized and approved on the travel authorization, an unaccompanied spouse is entitled to the same per diem rate as the employee. However, if the spouse travels separately on the same days and along the same general route, he or she is entitled to 100% of the employee's rate.

**NOTE:** If an employee returns to the old duty station (i.e. - to transport family to the new duty station, transport household goods, or to close on real estate), after already reporting to the new duty station, they will not be reimbursed mileage or per diem for returning to the old duty station. Employees are only entitled to one trip to the new duty station.

B. The M&IE allowance on days of departure from the old duty station and arrival at the new duty station is limited to 75% of the applicable rate. No per diem allowance is payable for transfers when en route travel time between the old and new duty stations is 12 hours or less.

C. The standard CONUS rate does not apply for moves to Alaska, Hawaii, Guam, Saipan, or American Samoa. For these locations, per diem rates are based on the statutory rate established specifically for these localities.

D. Per diem on the Alaska Marine Highway will be the highest CONUS rate established by GSA. For the current published rate, please visit www.gsa.gov/perdiem. Staterooms on the Alaska Marine Highway are considered part of the transportation costs, not lodging.

5.3 **Persons Excluded From Payment of Per Diem Allowances**

Payment of per diem allowances shall not be authorized for members of the immediate families of:

A. New appointees
B. Shortage category appointees
C. Student trainees
D. Senior Executive Service (SES) appointees
E. Presidential appointees
F. Employees assigned to posts of duty outside the continental U. S. in connection with overseas tour renewal agreement travel
G. Employees assigned to posts of duty outside the continental U. S. returning to places of actual residence for separation
H. Employees assigned under the Government Employees Training Act
I. En route per diem shall not be allowed when the period of official travel is 12 hours or less.

5.4 **Privately Owned Vehicle Mileage and Per Diem Allowances**

A. Maximum allowance based on total distance:
   1. Per diem allowances should be paid based on actual travel time, but limited to what would have been payable on the basis of a minimum driving distance of 350 miles per day.
   2. Per diem may be allowed for delays clearly beyond the control of the traveler or for other reasons acceptable to the agency.

B. Reimbursement of additional mileage:
   1. Relocating employees should be reimbursed for mileage claimed, not to exceed the distances as shown on the Internet at www.mapquest.com.
   2. Additional mileage claimed must be justified on the travel voucher. An example of a reason which may justify reimbursing additional mileage would be detours due to unsafe road or weather conditions.
3. The need for obtaining meals or lodging does not justify the additional mileage.


**NOTE:** As the POV mileage rates are updated frequently, please review the above sites for the current published rates. If a second vehicle is authorized, the mileage rate for the second vehicle will have 100% of the appropriate mileage rate. Bridge and road tolls are allowable in addition to the mileage claim.

D. Transportation by more than one privately owned vehicle:
   1. The use of more than one privately owned vehicle must be approved according to your regions Delegation of Authority.
   2. The relocating employee must submit a memorandum requesting the use of more than one vehicle and indicate the specific circumstances requiring its use. The request must include a list of vehicles (by year, make, and model) owned by the employee and members of the immediate family.
   3. If the use of more than one vehicle is not approved, the mileage allowance will be paid in accordance with the rates as if all persons travel in one automobile.
   4. The use of more than one POV as being advantageous to the government may be authorized only in one of the following circumstances:
      a. Where there are more immediate family members than can be reasonably transported with luggage in one car.
      b. Where, because of age or physical condition, special accommodations are necessary in transporting a member of the immediate family in one car, and a second car is required for travel of other members of the family.
      c. Where an employee must report to a new official station before members of the immediate family whose travel is delayed for acceptable reasons such as completion of school term, sale of property, settlement of personal business affairs, disposal of shipment of household goods, and temporary unavailability of adequate housing at the new official station.
      d. Where a member of the immediate family performs unaccompanied travel between authorized points other than those for the employee's travel.
      e. Where, in advance of the employee's reporting date, immediate family members must travel to the new official station for acceptable reasons such as to enroll children in school at the beginning of the term.

### 5.5 Travel by Common Carrier

A. Relocation travel is generally performed via privately owned vehicle, but may also be performed by common carrier.

B. Travel by common carrier is governed by the rules applicable to temporary duty travel.

C. The employee and immediate family are allowed relocation travel via common carrier, but when a privately owned vehicle is authorized as being advantageous to the government, the cost of transportation by common carrier is not payable unless reasonable and necessary under the circumstances.

D. Common carrier transportation should be authorized separately and paid only when travel by common carrier is necessary, as in the following situations:
1. College student travels to the employee's new official duty station after the completion of the school term
2. Spouse travels separately after real estate is sold
3. The cost to the government for transportation of the immediate family is limited to the allowable cost by the usually traveled route between the employee's old and new official stations

6 Temporary Quarters Subsistence Expense

6.1 Definition of Temporary Quarters
A. The term “temporary quarters” refers to temporary occupancy of lodging obtained from private or commercial source after vacating the old residence occupied when the transfer was authorized.
B. Occupancy of temporary quarters that eventually become the employee's permanent residence shall not prevent payment of temporary quarters allowance if, in the agency's judgment, the employee satisfactorily shows that the quarters occupied were intended initially to be only temporary.
C. The following factors should be considered in making the determination if occupancy of quarters is intended to be only temporary:
   1. Duration of the lease
   2. Movement of household effects into the quarters
   3. Type of quarters
   4. Expressions of intent
   5. Attempts to secure a permanent dwelling
   6. Length of time the employee occupies the quarters

6.2 Prerequisites for Temporary Quarters Subsistence Expense
A. Occupancy of temporary quarters at government expense shall not begin until the employee service agreement and travel authorization have been signed.
B. Employee or members of the immediate family are not eligible for temporary quarters subsistence expense when the distance between the new official station and old residence is less than 50 miles. (FTR 302.6.4: February 19, 2002).
C. To be eligible for temporary quarters subsistence expense, the new official duty station must be within the United States, its territories and possessions, or Puerto Rico.
D. Temporary quarters must be reasonably near the old or new official station (or both).
E. Subsistence expenses for temporary quarters in other locations must be justified by specific circumstances that are related and incident to transfer.
F. The employee may occupy temporary quarters at one location while members of the immediate family occupy quarters at another location.

6.3 Persons Not Eligible for Temporary Quarters Subsistence Expense
A. Student trainees
B. New appointees (including shortage category, Senior Executive Service, and Presidential appointees)
C. New appointees or employees returning from overseas assignment for separation

6.4 Beginning of Eligibility Period for Temporary Quarters Subsistence Expense
A. Temporary quarters subsistence expense may begin as soon as the employee service agreement and travel authorization have been signed.
B. Temporary quarters subsistence expense must begin before the maximum time for beginning allowable travel and transportation under Part 302-2.8, currently two years from the date the traveler reports to a new duty station.

6.5 Determining the Eligibility Period for Temporary Quarters Subsistence Allowance
A. Temporary quarters subsistence expense begins for the employee and all members of the immediate family when either the employee or any member of the immediate family begins the period of use of such quarters for which a claim for reimbursement is made.
B. The time period for temporary quarters runs concurrently for the employee and all members of the immediate family.
C. The period of eligibility shall end when the employee or any member of the immediate family occupies permanent residence quarters or when the authorized period of time expires, whichever comes first.
D. Temporary quarters may only be interrupted for temporary duty travel.

6.6 Effect of Paid Days on Eligibility Period
A. Occupancy of temporary quarters for less than a whole day constitutes one full calendar day of the eligible period.
B. En route travel of more than 24 hours:
   1. The eligibility period for reimbursement of temporary quarters subsistence expense (TQSE) shall begin with the claim of dinner (actual expense) and lodging on the day in which en route travel per diem ends. E.g., when an employee goes directly into temporary quarters upon arriving at their new duty station, they are entitled to 75% of MIE en route and only their dinner and lodging for the first night of temporary quarters.
   2. This day is considered the first full day of the entitlement period for computing maximum reimbursement.
C. En route travel of less than 12 hours:
   1. There will be no reimbursement for per diem if the travel time to the new duty station is less than 12 hours. Temporary quarters will be paid on an actual expense basis upon arrival at the new duty station for meals and lodging. E.g., a relocating employee leaves their old duty station at 6:00 a.m. and arrives at their new official station at 12:00 noon. No en route per diem would be reimbursed because the travel time was six hours. However, the employee could be reimbursed actual expense for lunch, dinner, and lodging costs for the temporary quarters subsistence expense.
   2. This day is considered the first full day of the entitlement period for computing maximum reimbursement.

6.7 Determining the Eligibility Period for Occupancy of Temporary Quarters in Other Cases
A. When occupancy of temporary quarters occurs at the old official station or when temporary quarters are not claimed on the same day that en route travel per diem begins or ends, the temporary quarters period shall start at 12:01 a.m. of the calendar day that temporary quarters are occupied.
B. Termination of eligibility period:
   1. The temporary quarters period shall terminate at midnight of the last day of eligibility
   2. Expenses may be claimed on the last day up to the time permanent quarters are occupied.
6.8 Allowable Expenses While Occupying Temporary Quarters–Rules
A. Actual expenses allowed–Reimbursement is for actual and reasonable subsistence expenses incident to occupancy of temporary quarters.
B. Allowable subsistence expenses include charges for meals (including groceries [edible items] consumed during occupancy of temporary quarters), lodging, fees and tips incident to meals and lodging, laundry, and dry cleaning.
C. Expenses of local transportation incurred for any purpose during occupancy of temporary quarters are not allowed.

6.9 Itemization and Receipt Requirements
A. Actual expenses should be itemized on an “Employee and Immediate Family Subsistence Expenses” form (see the NPS PCS Employee Handbook, Appendix A, Exhibit 6) in a manner which at least permits a review of the amounts spent daily for lodging, meals and other allowable items.
B. Itemized receipts are required for the following expenses:
   1. All lodging
   2. Groceries (may be prorated)
   3. Meals that are $75.00 or more
   4. Other expenses that are $75.00 or more
   5. Laundry and cleaning expenses, except when coin operated facilities are used (may be prorated)
   6. Reimbursement shall be only for actual subsistence expenses incurred provided they are incident to occupancy of temporary quarters and are reasonable.

6.10 Time Limits for Eligibility Period
A. 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.
B. 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 a total of 45 days of TQSE. All such requests should be made prior to the end of the first 30-day period.
C. Extensions of TQSE are not automatic. If it can be shown that the employee has not made a whole-hearted effort to locate permanent housing, requests for extensions will not be granted. Bureaus may allow additional extension(s) based on market conditions in the area, but the justification must be thoroughly documented and approved through the appropriate delegated authority.
D. Extensions of TQSE will be authorized only in situations where there is a demonstrated need for the additional time due to circumstances which have occurred during the first 30-day period, and which are determined to be beyond the employee's control, such as:
   1. Shipment and/or delivery of household goods were delayed due to strikes or acts of God, such as hazardous weather, floods, fires, etc
   2. Sudden illness, injury, or death of employee or immediate family member
   3. New residence cannot be occupied because of unanticipated problems, such as delays in settlement
   4. Inability to locate a new residence adequate for the family needs because of housing conditions in the area
E. Situations, which would not generally justify an extension of time in temporary quarters beyond 30 days include:
1. The spouse's continued employment in the old area, which delays the movement of the family to the new area
2. The children's continued attendance in school(s) at the old duty location, which delays the family's move
3. Inability to locate permanent quarters (rental, lease, or purchase) in an area of moderate housing availability, due to personal preferences and decisions
4. Personal decisions to have a home constructed in areas of moderate housing availability (Construction typically requires 90 to 120 days, or longer)
5. Acceptance of an extended possession date at the time the contract for permanent quarters was signed
6. Home marketing may not be used as justification for occupying temporary quarters or for extension of time in temporary quarters

F. Temporary quarters should be authorized in increments of 30 days or less.
1. The first 30 days of temporary quarters is authorized on the travel authorization
2. Requests for extensions should be submitted before the end of the previous 30 day period of temporary quarters.
3. The request for the second 30 day period of temporary quarters should be approved at the regional office level by the region’s delegated authority.
4. Requests for temporary quarters beyond the first 60 days must be submitted to the region’s delegated authority for approval.
5. Requests for extensions must provide a justification which meets the criteria listed above and must be signed by the appropriate delegated authority.
6. The employee's travel authorization must also be amended to reflect the increase in funds.
7. The total period of time in temporary quarters shall not exceed 120 days under any circumstances.
8. The period of consecutive days may be interrupted for travel time between the old and new duty stations, or for circumstances attributed to official necessity; for example, an intervening temporary duty assignment may interrupt the period of consecutive days.
9. In no case shall subsistence allowances while on an employee is in temporary duty travel status or traveling between the old and the new station be allowed which duplicate, in whole or in part, payments received for temporary quarters subsistence expenses.
10. Days of travel attributed to official necessity for which the employee received no temporary quarters subsistence expense will not be counted as time spent in temporary quarters.
11. The employee’s immediate family cannot stop and then start the period authorized for temporary quarters subsistence expense.
12. Sick leave cannot extend the period authorized for temporary quarters subsistence expense.

6.11 Applicable Maximum Per Diem Rates
Reimbursement for temporary quarters rate for Alaska, Hawaii, Guam, Saipan, and American Samoa is based on the statutory rate established for those locations. Reimbursement for temporary quarters within the conterminous 48 states may not exceed the following:
First 30 days

- Standard CONUS rate per day for the employee or spouse unaccompanied by employee.
- 75% of employee’s rate per day for accompanying spouse.
- 75% of employee’s rate per day for each family member 12 years or older.
- 50% of employee’s rate per day for each family member less than 12 years.

Second 30 days

- 75% of the standard CONUS rate per day for employee.
- 50% of the standard CONUS rate per day for accompanying spouse.
- 50% of the standard CONUS rate per day for each family member 12 years or older.
- 40% of the standard CONUS rate per day for each family member under 12 years.

Additional days beyond the first 60 days, if approved, but not to exceed a total of 120 days, shall be computed at the same rate as the second 30 day period.

The temporary quarters rate for OCONUS locations (i.e. - Alaska, Hawaii, Guam, Saipan and American Samoa) is based on the prescribed/statutory locality rate established for those locations.

Although temporary quarters subsistence expenses are itemized on a daily basis, there is no daily reimbursement limitation as long as the amounts claimed are reasonable. The maximum reimbursement is the applicable daily rate multiplied by the number of days that temporary quarters are used. There is no limitation on lodging or M&IE individually, or even on a daily basis, provided the amounts claimed are reasonable and the total does not exceed the maximum amount allowed for the period. An unreasonable amount claimed may be reduced to a reasonable sum based on the evidence in that individual case.

6.12 Fixed Amount Reimbursement

A. This type of reimbursement may be offered to the employee by the office/park to which the individual is relocating. The reimbursement is limited to a maximum of 30 days of temporary quarters multiplied by 75% for the employee and 25% for each family member. The payment would be the sum of these calculations.

B. Each office/park should carefully determine the amount of time an employee is expected to be in temporary quarters before offering this reimbursement.

C. The travel authorization should specify that the fixed reimbursement method has been accepted; it should also outline the number of days used to calculate the amounts that the employee and family members will receive. Once the election for either the fixed rate or the actual amount (when offered by the agency) has been made in writing by the traveler and the travel has been completed, the terms of the travel orders cannot be modified.

D. The employee will file a voucher for the amounts listed on the travel authorization in order to receive this reimbursement.

E. No receipts are required for the claim.

F. There is no additional reimbursement if the amount is insufficient to cover actual expenses.

G. Requests for additional temporary quarters will NOT be approved.

NOTE: The offer can be made using the above method. However, in an example such as 15 days of temporary quarters, the office/park must determine the amount of days used. Warning: The PCS Administrator should be careful when offering this method, as it can be costly to the Government.
In deciding whether or not to offer this option, the potential costs involve must be considered.

7 Allowance for Miscellaneous Expenses

7.1 Purpose
The miscellaneous expenses allowance is an allowance to reimburse transferred employees for various costs which may possibly be incurred as a result of discontinuing residence at one location and establishing residence at a new location.

7.2 Coverage
A miscellaneous expenses allowance will be payable to an employee for whom a permanent change of station is authorized or approved, and who has discontinued and established a residence in connection with such change regardless of where the old or new official station is located, provided that the employee service agreement has been signed.

7.3 Restrictions and Exclusions
A. The allowance for miscellaneous expenses is paid only in connection with a change of station.
B. The allowance for miscellaneous expenses is not payable for local moves even if a move involves government quarters and was ordered by and was for the convenience of the Federal Government.
C. The allowance for miscellaneous expenses is not payable to the following persons:
   1. New appointees
   2. Shortage-category appointees
   3. Student trainees
   4. Senior Executive Service appointees
   5. Certain Presidential appointees
   6. Employees assigned under the Government Employees Training Act
   7. Employees returning from overseas assignments for the purpose of separation

7.4 Limits on Miscellaneous Expenses Allowance
A. Miscellaneous expense allowances may be paid without documentation as follows:
   1. The lesser of $500.00 or one week's basic pay for an employee without an immediate family
   2. The lesser of $1000.00 or two weeks basic pay for an employee with an immediate family
B. Miscellaneous expense allowances may be paid with itemization and documentation of expenses supported by acceptable statements of fact and evidence justifying the amount claimed.
   1. Miscellaneous expense allowance amount for an employee without an immediate family:
      a. The aggregate amount cannot exceed the employee's one week's basic pay at the time the employee reported for duty.
      b. In no instance shall the amount exceed the maximum rate of grade GS-13.
   2. Miscellaneous expense allowance amount for an employee with an immediate family:
      a. The aggregate amount cannot exceed the employee's two weeks' basic pay at the time the employee reported for duty.
      b. In no instance shall the amount exceed the maximum rate of grade GS-13.

7.5 Types of Costs Covered
A. The miscellaneous expenses allowance is for common costs that are related to living quarters, furnishings, household appliances, and to other general types of costs inherent in relocation of a residence.
B. Costs which are specifically reimbursable under other allowances shall not be reimbursed as miscellaneous expenses.

C. The types of costs intended to be reimbursed under the allowance include but are not limited to the following:
   1. Fees for disconnecting and connecting appliances, equipment, and utilities, and costs of converting appliances for operation on available utilities
   2. Fees for unblocking and blocking, and related expenses in connection with relocating a mobile home
   3. Fees for cutting and fitting rugs, draperies, and curtains
   4. Utility fees or deposits not eventually refunded
   5. Forfeiture of losses on medical, dental, private care and food locker contracts which are not transferable or refundable
   6. Costs of automobile registration, drivers' licenses, and use taxes imposed when bringing automobiles into certain areas
   7. Mandated state quarantine of animals is reimbursable by the government
   8. Transportation of pets (FTR302.16.102: February 19, 2002)

7.6 Types of Costs Not Covered

A. Costs or expenses that exceed the maximums provided in these regulations
B. Costs or expenses that are disallowed elsewhere in the Federal Travel Regulations
C. Costs or expenses that are reimbursable under other allowances
D. Costs or expenses incurred for reasons of personal taste or preference and not required because of the move
E. Losses covered by insurance
F. Fines or other penalties imposed upon the employee or members of their immediate family
G. Judgments, court costs, and similar expenses growing out of civil actions
H. Other expenses brought about by circumstances in which the move to a new duty station was not the immediate cause, such as:
   1. Costs and losses in selling or buying real or personal property
   2. Costs of additional insurance on household goods while in transit, or cost of their loss or damage
   3. Additional costs of moving household goods caused by exceeding the maximum weight limitation
   4. Costs of newly acquired items, such as the purchase or installation of new rugs or draperies
   5. Higher taxes in the new area
   6. Fines for traffic violations en route to the new duty station
   7. Accident insurance premiums or liability costs incurred in connection with travel to the new station, or any other liability imposed upon the employee for uninsured damages caused by accidents for which the employee or immediate family member is held responsible
   8. Damage to personal effects en route to the new duty station
   9. Medical expenses en route to the new duty station
   10. Costs incurred in connection with structural alterations and remodeling or modernizing of living quarters, garages, or other buildings to accommodate private cars, appliances, or equipment
   11. Costs of replacing or repairing worn-out or defective appliances or equipment
8 Allowance for Expenses Incurred in Connection With Residence Transactions

8.1 Purpose
The purpose of allowances for expenses incurred in connection with residence transactions is to reimburse an employee for expenses they have been required to pay in connection with the sale of one residence at their old official station, for purchase (including construction) of one dwelling at their new official station, or for the settlement of an unexpired lease involving their residence or a lot on which a mobile home was used as their residence.

8.2 Prerequisites for Eligibility
A. Transfers covered: An employee's old and new official duty station must be located within the 50 states, the District of Columbia, the territories and possessions of the U.S., or the Commonwealth of Puerto Rico.
B. Required agreement: The employee must sign the employee service agreement and have a travel authorization before they incur any expenses in connection with residence transactions.
C. Occupancy requirements:
   1. The residence for which selling expenses are claimed must be the employee's actual residence or dwelling place from which they regularly commute to and from work when officially notified of transfer.
   2. The resident for which purchasing expenses are claimed must be the employee’s.
D. Title requirements:
   1. Title to the property (or the interest in a cooperatively owned dwelling or in an unexpired lease) must be solely in the name of the employee, one or more members of the immediate family, or a combination of both.
   2. The employee's interest in the property must have been acquired prior to the date that they were first definitely informed of their transfer.
E. Time requirements:
   1. Initial period: The settlement dates for the sale and purchase or lease termination transactions for which reimbursement is requested must not be later than two years after the date that the employee reported for duty at the new duty station.
   2. Extension of time limitation:
      a. An additional period of time not to exceed two years must be approved by the Regional Director upon an employee's written request.
      b. The employee's written request must be submitted before the expiration of the two-year limitation or as soon as they become aware of the need for such an extension.
      c. Approval of this extension shall be based on the determination that extenuating circumstances have prevented the employee from completing the sale and purchase or lease termination transactions during the initial time frame.
      d. The residence transactions must be reasonably related to the transfer of the official station.

8.3 Types of Residences Covered
Allowances for residence transactions apply to the following types of residences:
A. Single unit dwelling
B. Condominium
C. Cooperatively owned dwelling
D. Mobile home
E. Mobile home lot
8.4 Persons Excluded
Allowances for residence transactions do not apply to the following persons:
A. New appointees
B. Shortage category appointees
C. Student trainees
D. Senior Executive Service (SES) appointees
E. Presidential appointees
F. Employees assigned under the Government Employee's Training Act

8.5 Maximum Reimbursement
The maximum reimbursement allowable in connection with the sale or purchase of a residence is as follows:
A. For the sale of a residence 10 percent of the actual sale purchase price
B. For the purchase of a residence five percent of the actual purchase price

8.6 Determining Allowable Expenses
To determine whether a particular real estate expense is reimbursable, one should ask the following questions:
A. Is this expenses customarily paid by the purchaser or seller in the locality?
   1. Reasonable expenses customarily paid by the by purchaser or seller in the locality are allowable.
   2. To determine if expenses are reasonable, an employee should, in coordination with the agency, contact the local HUD real estate office association in the locality in which the employee’s expenses will be incurred.
B. Is the amount claimed equal to the amount generally charged to the locality?
   1. If a particular real estate transaction cost appears to have been inflated or higher than normally imposed for similar services in the locality. Any portion of such costs determine to be excessive shall be disallowed.
   2. The local or area HUD office serving the area in which the expense occurred can provide information as to whether this particular cost is excessive.
C. Is this a duplicate expense?
   1. Duplicate expenses are not reimbursable.
   2. The same real estate expense may appear in more than one place on the property settlement documents under different terminology.
D. Is this real estate cost a finance charge?
   1. No fee, cost, charge, or expense determined to be a finance charge under the Truth in Lending Act and Regulation Z is reimbursable.
   2. A finance charge is a charge imposed as part of the cost of obtaining credit such as:
      a. Interest
      b. Service charges imposed in connection with the extension of credit which are specifically listed as finance charges under the Truth in Lending Act and Regulation Z
   3. The following costs are considered finance charges and are not reimbursable:
      a. Interest
      b. Time price differential
c. Any monies paid under a discount or other system of additional charges
d. Service, transaction, activity or carrying charge
e. Points, finder fees, loan fees and similar charges
4. The following costs are excludable as finance charges under Regulation Z and are reimbursable:
   a. Fees or premiums for title examination, abstract of title, title insurance, or property surveys
   b. Fees for preparation of deeds, settlement statements, or other documents
c. Fees for notarizing deeds and other documents
d. Appraisal fees and credit reports
e. Loan origination fees—Purchase only (if more than one percent of the mortgage, the employee
   must provide itemization since the amount may include other non-reimbursable fees such as
   the loan discount fee)

8.7 **Examples of Reimbursable Expenses**
The following expenses are reimbursable with respect to sale or purchase of a residence to the extent that
they do not exceed the amounts customarily paid in the locality of the residence:
A. Fees for legal services that are specific, tangible services directly related to the transaction which
   include:
   1. Title search
   2. Preparation of abstract
   3. Fees for a title opinion
   4. Recording the deed
   5. Contract preparation
   6. Title insurance lender’s coverage only
B. Brokerage fees for commission paid a real estate agent for the sale of former residence:
   1. Must not be in excess of rates generally charged for such services by the broker or by brokers in
      the locality of the old official station
   2. Must normally be six or seven percent of the sale price
C. Advertising in newspaper and/or media when a direct sale is made without the service of a real estate
   agent
D. One appraisal fee only
E. Mortgage title insurance policy as distinguished from a mortgage insurance policy on the life of the
   borrower:
   1. For a purchase only
   2. Must be required by lender
F. Cost for an owner’s title insurance policy if required for financing or transfer of property
G. Preparation of conveyances and contract
H. Recording fees
I. Surveys (only normal charges) and preparation of drawings and plans
J. FHA, VA, and other loan application fees
K. Preparation of credit reports
L. Mortgage and transfer taxes (sales tax)
M. State revenue stamps
N. Certifications that a house is structurally sound or free from termites, when required by mortgage
   lender (purchase only)
O. Escrow agent’s fee for closing a real estate transaction, where there is nothing to indicate that such fee
   is incident to an extension of credit (i.e., finance charge)
P. Penalty charge for prepayment of mortgage on current residence when provided for on the mortgage instrument
   1. Sale only
   2. This penalty must be customarily charged by the lender
   3. The reimbursement may not exceed three months interest on the loan balance

Q. Loan origination fee:
   1. Purchase only
   2. If more than one percent of the mortgage, employee must provide itemization since amount may include other non-reimbursable fees such as the loan discount fee

R. Excise tax on sale

S. State sales tax on mobile home

T. Tax certification to clear title

U. Lender's inspection fee

V. Notary Public fee

W. Designation of power of attorney fee

X. Title examination

Y. Lease-breaking costs

Z. Abstract of title

AA. Attorney or other fees related to residence closing or settlement: Expenses in connection with the construction of a residence that are reimbursable upon the purchase of an existing residence (involve the costs for transacting the exchange of ownership of the residence but not building it)

BB. Expenses in connection with the construction of a residence that are reimbursable upon the purchase of an existing residence (involve the costs for transacting the exchange of ownership of the residence but not building it)

8.8 Examples of Non-reimbursable Expenses

Duplicative expenses and finance charges are not reimbursable unless specifically identified as being allowable by the Federal Travel Regulations. Specific expenses which are not reimbursable include:

A. Cost of litigation

B. Points

C. Loan discount fee

D. Interest on loans

E. Processing loan

F. Expenses in connection with the construction of a residence that are not reimbursable upon the purchase of an existing residence or are specifically related to the construction process (e.g., drawing up plans, blueprints)

G. Property taxes

H. Losses due to market conditions

I. VA funding fee

J. Fee for release of liability, FHA

K. Mortgage guaranty insurance

L. City or county property taxes

M. Operating or maintenance costs

N. Tax service fee for computing and prorating

O. Underwriting fees/finance charge

P. Homeowners' association fee

Q. Hazard insurance premium
R. Mortgage commitment fee
S. Tax escrow
T. Builder's attorney fee
U. Excess loan origination fee
V. Mortgage insurance policy on the life of the borrower and additional costs for an owner's title policy
W. Termite extermination (since this is a cost of house maintenance)
X. City tax fee
Y. Document preparation and review fees when claimed in conjunction with a 1% loan origination fee
Z. Finder fees
AA. Loan fees
BB. Activity or carrying charges
CC. Loan transfer fee (may be reimbursed if assessed in lieu of the loan origination fee)
DD. Loan tie-in fee
EE. Loan Assumptions fee (may be reimbursed if in lieu of the loan origination fee)
FF. Home warranty
GG. Flood insurance
HH. Home protection policy
II. Forfeited earnest money
JJ. Condominium fees

8.9 Required Documents for reimbursement of real estate expenses
Requests for reimbursement of real estate transactions must include the following documents showing that the expense was incurred and paid by the employee:
A. Sales or purchase agreement
B. Property settlement documents (e.g., signed settlement statement-"certified" copy from the mortgage company)
C. Loan closing statement
D. Invoices or receipts for other expenses
E. Travel voucher, SF-1012
F. Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or both) of Residence Upon Change of Official Station

8.10 Lease-Breaking Expenses on Employee's Residence at Old Official Duty Station
A. Expenses may be authorized when:
   1. Local or state laws provide for payment of lease-breaking expense.
   2. Terms of lease provide for payment.
   3. Expenses cannot be avoided by subleasing.
B. Employee must give prompt notice of lease termination after they have definite knowledge of transfer.
C. Claims must be itemized and supported by documentation showing that the expense was, in fact, incurred and paid by the employee.

8.11 Unexpired Lease Expenses on Employee's Residence at Old Official Duty Station
A. Broker's fees for obtaining a sublease or charges for advertising an unexpired lease must not exceed those customarily charged for comparable services in that locality.
B. Month-to-month rental payments to settle an unexpired lease are reimbursable.
C. Penalty payments:
   1. Forfeiture of security deposit is reimbursable.
   2. Forfeiture of cleaning deposit is not reimbursable.
D. Claims must be itemized and supported by documentation showing that the expense was in fact incurred and paid by the employee.

9 Shipment and Storage of Household Goods

9.1 Definition of Household Goods
A. Household goods are all personal property associated with the home, and all personal effects belonging to the employee and the immediate family when shipment or storage begins, which are legally accepted and transported as household goods by an authorized carrier in accordance with the rules and regulations established or approved by an appropriate federal or state regulatory authority.
B. The following items are specifically included as household goods:
   1. Household furnishings
   2. Equipment
   3. Appliances
   4. Clothing
   5. Books
   6. Furniture
   7. Motorcycles
   8. Mopeds
   9. Golf Carts
   10. Snowmobiles
   11. Ultra-light vehicles as defined in 41 CFR part 103
   12. Boats that can be transported in moving van (i.e., canoe, kayak, row boat, I/O motorboat, 14 ft. or less)
   13. Jet ski
   14. Golf cart
C. The following items are specifically excluded as household goods:
   1. Property belonging to other than employee or immediate family
   2. Property for use in a business
   3. Items for resale or disposal
   4. Automobiles
   5. Airplanes
   6. Mobile homes
   7. Camper trailer
   8. Live animals
   9. Cordwood
   10. Building materials

9.2 Weight Restrictions
The maximum weight of household goods that may be transported or stored at Federal Government expense is limited to 18,000 pounds net weight for all employees.

9.3 Determining Net Weight of Household Goods
A. Uncrated van shipments:
1. The carrier determines net weight based on Interstate Commerce Commission regulations for interstate shipments or state agency regulations for intrastate shipments.

2. When household goods are shipped uncrated, as in a household mover's van or similar conveyance, the net weight shall be that shown on the bill of lading or on the weight certificate.
   a. This weight shown includes the weight of barrels, boxes, cartons, and similar materials used in packing.
   b. This weight shown should not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

**NOTE:** The employee may be paid on constructive weight (B-200377, December, 31, 1980).

B. Crated shipments:
   1. When property is transported crated, the net weight shall not include the weight of the crating material, therefore, the net weight shall be computed as being 60% of the gross weight (e.g., gross weight of 10,000 pounds computes to a net weight of 6,000 pounds).
   2. If the net weight computed in this manner exceeds the applicable weight limitation, and for reasons beyond the employee's control, it was necessary to use unusually heavy crating and packing material, the net weight may be computed at less than 60% of the gross weight.

C. Containerized shipments (special containers designed normally for repeated use, such as lift vans, CONEX transporters, and household goods shipping boxes):
   1. When the known tare weight does not include the weight of interior bracing and padding material, but only the weight of the container, net weight is computed based on 85% of gross weight minus the weight of the container.
   2. When the weight of interior bracing and padding material is known, the net weight is computed directly based on gross weight minus the weight of the container, interior bracing, and padding material.
   3. If the gross weight of the container is unknown, the net weight of the household goods shall be determined from the cubic measurement on the basis of seven pounds per cubic foot of properly loaded container space.
   4. Constructive weight:
      a. When adequate scales are not available, a constructive weight based on seven pounds per cubic foot of properly loaded van space may be used in support of an employee's claim for reimbursement under the commuted rate system.
      b. When the constructive weight method is used, the employee should obtain a statement from the carrier showing the amount of properly loaded van space required for the shipment.

### 9.4 Selecting the Method of Transporting Household Goods

Relocation service coordinators at some NPS units have elected to utilize the services of a third party to independently handle the transportation of household goods. An employee's relocation service coordinator will provide guidance in the event of a third party's involvement. There are two methods of shipping household goods for federal employees—the commuted rate method and the actual expense (GBL) method.

A. It is mandatory that a household goods transportation cost estimate be obtained by the regional office, the support office, or the park from the appropriate GSA transportation division to use as a basis for determining whether an employee's household goods will be transported under the commuted rate system or the GBL method.
1. A relocating employee cannot be authorized to ship their household goods until cost comparisons are made by the regional office, the support office, or the park.
2. The actual expense method must be used when the government predetermines a real savings of $100.00 or more versus the commuted rate method.
3. An employee relocating to or from an area outside of the continental U.S. (e.g., Alaska or Hawaii) must use the actual expense method.

B. Actual Expense (GBL) Method
1. Federal Government makes all arrangements:
   a. The relocating employee must complete the “Shipment of Household Goods Questionnaire”, which is included in the relocation packet sent to them by the regional office or support office.
   b. The relocating employee must return the completed “Shipment of Household Goods Questionnaire” to the regional office or support office.
   c. Using the information provided on the “Shipment of Household Goods Questionnaire”; the regional office or support office completes GSA Form 2485 (“Cost Comparison for Shipping Household Goods”) and sends this form to the appropriate GSA transportation division or relocation companies under contract with GSA.
   d. The regional office, support office, or the park uses this list of eligible carriers provided by GSA or its partners to select the eligible carrier with the most satisfactory service record offering the lowest cost shown on the cost comparison. After the regional office or support office has found an eligible carrier who can transport the relocating employee's household goods, the regional office or support office prepares the government bill of lading and acts as a liaison between the relocating employee and the selected eligible carrier.
2. The selected eligible carrier is paid directly by the Federal Government via the GBL.
3. If the employee requests a more costly carrier, the Federal Government pays the carrier's bill and collects the difference from the employee.
4. When an employee chooses to use a rental truck, trailer, or private conveyance to transport the household goods in spite of the NPS's authorization for shipment on an actual expense (GBL) basis:
   a. Reimbursement is limited to actual out-of-pocket expenses or the cost of the selected, available, low-cost carrier, whichever is lower.
   b. Out-of-pocket expenses include, but are not limited to, vehicle rental fee, material handling equipment, packaging material, fuel, and toll charges.
5. The relocating employee must reimburse the Federal Government for the cost of any excess weight of the household goods based on the ratio of excess weight to the total weight of the shipment.
6. The relocating employee must also reimburse the government for the cost of excess insurance.
7. When the actual expense (GBL) method is used, the government must process loss and damage claims.

C. Commuted Rate Method
1. When the commuted rate method is used, the Federal Government is relieved of the responsibility and administrative expense of selecting and dealing with carriers and making other arrangements for transporting the employee's household goods.
2. A flat rate allowance is reimbursed to the employee using the commuted rate schedules published in “GSA FPMR Bulletin A-2”.
   a. This is a Federal Government publication and not a commercial tariff.
b. The commuted rates are compiled from commercial transportation tariffs, and include the costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation, and other accessorial charges.

3. The employee can move using a commercial carrier, or by some other means such as renting a moving truck or trailer.
   a. If a common carrier is used, the bill of lading and weight certificate must be submitted by the employee for reimbursement.
   b. If a rental truck/trailer is used, the weight certificate showing gross and tare weight of the vehicle must be submitted by the employee for reimbursement.
   c. The employee is reimbursed based on the commuted rate regardless of whether the actual costs are higher or lower than the amount payable under the commuted rate system.
   d. Employees shipping with commercial carriers are responsible for filing loss and damage claims and for making payment to the carrier after the shipment has been completed.

9.5 Shipment of Professional Books and Equipment
A. Personally owned books, papers, and equipment necessary to perform duties at the new station may be shipped as an administrative expense without charge against the employee's weight allowance.
B. Itemized inventory of materials shall be reviewed by an authorizing official who will certify that:
   1. Materials are necessary to performance of official duty
   2. Materials are not available at the new station
   3. Shipment is necessary in lieu of the government purchasing the material
C. A government bill of lading shall be utilized for transportation, packing, crating or storage.
D. When shipped in the same lot as other household goods, the material must be packed, marked and weighed separately.
E. The weight and appropriation chargeable must be stated separately on the GBL.
F. Where it is impractical or impossible to obtain separate weights, a constructive weight of seven pounds per cubic foot may be used.

9.6 Origin and Destination
A. The cost of transportation of household goods may be paid by the Federal Government whether the shipment originates at the employee's last official station or place of residence, or at some other point, or if part of the shipment originates at the last official station and the remainder at one or more other points.
   1. Similarly, these expenses are allowed whether the point of destination is the new official station or some other point selected by the employee, and if the destination for part of the property is the new official station and the remainder is shipped to one or more points.
   2. However, the total amount which may be paid or reimbursed by the government shall not exceed the cost of transporting the property in one lot by the most economical route from the last official station of the transferring employee (or the place of actual residence of the new appointee at the time of appointment) to the new official station.
B. No property acquired by the employee en route between the old and new official stations shall be eligible for transportation at government expense.
9.7 **Temporary Storage Time Limit and Financing**

A. **Time limit:**
1. Temporary storage of an authorized shipment of house-hold goods at government expense may not exceed a period of 90 days.
2. An extension of this 90-day period, not to exceed an additional 90 days, must be approved by the Associate Regional Director upon an employee's written request.
3. Justification for an additional storage period may include but is not limited to the following reasons:
   a. An intervening temporary duty or long-term training assignment
   b. Non-availability of suitable housing
   c. Completion of residence under construction
   d. Serious illness of employee or illness or death of a dependent
   e. Strikes, acts of God, or other circumstances beyond the employee's control

B. **Financing:** Storage is generally financed by the same method (GBL or commuted rate) as the shipment of household goods, and reimbursement claims under the commuted rate method must be supported in a similar manner.

9.8 **Non-temporary Storage of Household Goods**

Allowances for non-temporary storage of household goods are not generally applicable in the National Park Service.

A. Non-temporary storage of household goods may be authorized for:
1. Employees assigned to isolated official stations in the continental United States when quarters (private or government-owned) will not accommodate their household goods.
2. Employees assigned to isolated official stations in the continental United States when residence quarters which would accommodate their household goods are not available within a reasonable commuting distance of the official station.
3. Employees assigned to official duty stations outside the continental United States, under certain circumstances.

B. To obtain authorization for non-temporary storage based on an isolated official duty station:
1. Park superintendents must specifically request authorization on an individual case basis and provide sufficient information to support a determination that adequate housing is unavailable based on the size and other characteristics of the employee's immediate family.
2. Requests for non-temporary storage of household goods must be submitted in writing to the Associate Regional Director.

C. **Time limitations:**
1. Non-temporary storage of household goods may be authorized for periods of up to one year at a time, not to exceed a total of three years.
2. Extensions of up to one year can be approved by the Regional Director after review of circumstances if storage is still required.
3. The entitlement to non-temporary storage of household goods expires as of the last day of active duty at the isolated station, however, storage at government expense is allowed until the beginning of the second month after the month in which the entitlement expires. For example:
   a. The last day at isolated station is February 18.
   b. The last day of government storage is March 31.
9.9 Non-temporary Storage of Household Goods Outside the Conterminous United States (OCONUS)
A. Non-temporary storage of household goods may be authorized where:
   1. The official station is one to which the employee is not authorized to take or at which the employee is unable to use the household goods.
   2. The estimated cost of storage would be less than the cost of round-trip transportation (including temporary storage) of the household goods to the new official station.
B. Requests for non-temporary storage of household goods must be submitted in writing to the Associate Regional Director of Administration.
C. Time limitations:
   1. Non-temporary storage at government expense may be authorized for a period not to exceed the length of the employee's tour of duty at the overseas station plus one month prior to the time the tour begins.
   2. Storage period may be extended for subsequent service or tours of duty at the same or other overseas stations.
   3. Eligibility shall be deemed to terminate on the last day of active duty at the overseas station.

9.10 Release Valuation (Insurance) When Moving Household Goods by Bill of Lading (BL)
A. Selecting an appropriate release valuation is an important element of a household goods move.
B. The release valuation establishes the carrier's maximum liability should loss and/or damage occur in shipment.

NOTE: Items of special value such as antiques, art work, silver, etc., are often difficult to assess a value to after loss or damage. The relocating employee should have sales receipts or appraisals to document the worth of this type of item, and this documentation should be sent to the PCS Administrator and the mover.

C. The relocating employee should indicate on the "Shipments of Household Goods Questionnaire" the type of release valuation they need.
   1. The relocating employee should be assisted in selecting the appropriate level of valuation.
   2. The relocating employee must return the “Shipments of Household Goods Questionnaire” to the responsible office (relocation coordinator). The responsible office (relocation coordinator) must specify on the GBL which level of valuation the employee has selected.
D. Following is a brief explanation of the two different release valuations which are offered by common household goods carriers:
   1. Full value protection:
      a. Under this level of coverage, the carrier will guarantee either replacement of articles lost or damaged while in the carrier's custody, or reimbursement for full replacement cost or satisfactory repairs, up to the carrier's maximum liability.
      b. Full value protection will be provided by the carrier at $5.00 times the net weight. There is no charge to the employee for this coverage, and unless an increased release valuation is specified on the GBL, the shipment will automatically move at this valuation.
   2. Lump sum valuation:
      a. This level of coverage should be considered if the employee determines that the coverage of $5.00 times the net weight of the shipment is inadequate.
b. Similar to the full value protection coverage, the lump sum valuation also provides that the carrier is liable for the actual value of lost or damaged items.

E. Carrier's maximum liability:
   1. If the employee's shipment weighs 10,000 pounds and an employee determines that $50,000 is inadequate to protect the shipment ($5.00 x 10,000 lbs.), they may elect to place a higher lump sum valuation on the shipment.
   2. For instance, if their household goods are worth $60,000, they may place a lump sum valuation of $60,000 on them.
   3. The employee will be charged for excess insurance if they select this level of coverage. The charge to the employee who elects lump sum valuation is .85 for each $1.00 or fraction thereof.
   4. If the employee's shipment weighs 10,000 pounds, and the cost of replacement would be $60,000, they may declare this value, and the cost would be $60,000 divided by $100,000.00 (increments) x .85 = $510.00.
   5. When the employee selects this level of release valuation, procurement staff should type the following statement in the DESCRIPTION OF ARTICLES block of the GBL: “HOUSEHOLD GOODS RELEASED AT LUMP SUM VALUATION OF $ (enter amount). FISCAL OFFICER WILL RECOVER INCREASED VALUATION CHARGES FROM EMPLOYEE!”

F. If the relocating employee wishes to purchase insurance coverage in addition to the release valuation established on the GBL, they must do so through an insurance company at their own expense.

G. If the total damage to the employee's household goods exceeds the financial settlement provided by the carrier, they may file an employee claim, and if the claim is decided in their favor, they may receive up to a maximum of $25,000 in reimbursement from the National Park Service.

9.11 Loss and Damage Claims
A. If the total damage to an employee's household goods exceeds the financial settlement provided by the carrier, the employee has certain rights under the Military Personnel and Civilian Employees' Claim Act of 1964.
B. If the carrier's liability is less than the amount claimed by the employee, the employee may file a claim, similar to a tort claim.
C. If the claim is decided in the employee's favor, they may receive up to a maximum of $25,000 in reimbursement from the National Park Service.
D. The government bill of lading also states that:
   1. The carrier in possession of any property described therein shall be liable for any loss or damage.
   2. No carrier shall be liable for any loss or damage caused by:
      a. Act of God
      b. Public enemy
      c. Authority of law
      d. Act or default of the shipper or owner
      e. Natural shrinkage
   3. All claims for loss and damage must be filed, in writing, within nine months of delivery or the date delivery should have been made, and all suits must be instituted within two years and one day from the date notice in writing is given by the carrier to the claimant that the carrier has disallowed their claim or part thereof.
10 Transportation of Mobile Homes

10.1 Purpose
Eligible new appointees and transferring employees are entitled to move their mobile homes for use as a residence in lieu of an allowance for shipment of household goods.

10.2 Eligibility and Limitations
A. Eligibility
1. In order for an employee to be eligible for this allowance, they must submit a memorandum to the Associate Regional Director certifying that the mobile home is for use as a residence for the employee and/or their immediate family.
2. If the employee is not eligible to receive an allowance for the transportation of their mobile home, they may be eligible to receive an allowance for the shipment of their household goods via the actual expense or commuted rate method.

B. Geographic limitations
1. Allowances for transportation of mobile homes are limited to transportation within the continental United States, within Alaska, and through Canada en route between Alaska and the continental United States.
2. Allowances for transportation within these limits may be paid even though the move originates, terminates, or passes through locations not covered, but the allowance is computed based only on that portion of the trip which is within and between the defined geographic limits as stated above.

C. Relationship to other allowances
1. Allowances for transporting mobile homes (including mileage when towed by the employee) are in addition to payment of per diem, mileage, and transportation expenses for the employee and their immediate family.
2. When reimbursement for the transportation of a mobile home is authorized, there is no allowance for a separate shipment of household goods, however, these goods may be moved within the mobile home if allowed by the commercial carrier.
3. In determining allowances for house hunting trip(s), subsistence while occupying temporary quarters, and residence transactions, consideration should be given to the fact that the mobile home can only be moved at government expense if the employee certifies that it is to be used as their residence at the destination.

10.3 Methods and Allowances for Transporting Mobile Homes
A. Transportation by common carrier
1. When an employee makes the transportation arrangements with a commercial carrier, reimbursable costs include:
   a. The carrier's charge for actual transportation, not to exceed applicable tariffs approved by the Interstate Commerce Commission
   b. Fees, tolls, and charges
   c. Cost of permits
   d. Rental fee for temporary lights (B-175285, April 20, 1972)
   e. Fees for pilot or escort car (47 Comp. Gen. 107)
2. When an employee makes the transportation arrangements with a commercial carrier, the following costs are not reimbursable:
   a. Preparing mobile home for movement
   b. Maintenance and repairs
c. Insurance or extra valuation  
d. Blocking and leveling  
e. Rental of axles, hitches, and tires  
f. Connecting/disconnecting utilities  

B. Transportation by private means  
1. A mileage allowance at the rate prescribed by GSA shall be made as a reimbursement for all transportation costs including ferry fares, bridge, road and tunnel tolls, and similar charges.  
2. Payment of the mileage allowance for use the use of a privately owned conveyance may also be made in addition to the transportation of mobile homes allowance.  
3. No additional allowances can be given for extra transportation charges such as tolls, permits, escorts, etc.  
4. Miscellaneous expense allowances may be used to defray allowable “non-transportation” expenses (see following section on Mobile Home Miscellaneous Expenses).  

C. Mixed method of transportation: When a mobile home is transported partly by commercial carrier and partly by private means, respective appropriate charges should be reimbursed.  

D. Optional use of government bill of lading  
1. An agency may, when it determines such action to be in the government interest, assume direct responsibility for the transportation of an employee's mobile home.  
2. In such instances, the government issues the necessary bills of lading and pays the costs involved.  
3. When a government bill of lading is used, the employee is not entitled to any additional allowances for the transportation of the mobile home and is charged for any costs in excess of the maximum allowance.  

10.4 Mobile Home Miscellaneous Expenses  
A. Miscellaneous expense allowance may be used to defray allowable “non-transportation” expenses.  
B. The following expenses are not reimbursable as transportation expenses, but may be reimbursed as miscellaneous expenses:  
1. Dismantle aluminum awning  
2. Remove TV antenna  
3. Remove/install air conditioning  
4. Disconnect electrical connections  
5. Unblocking, blocking, and leveling  
6. Converting appliances  
7. Assemble/disassemble oversize homes  
8. Rental of axles, hitches, and tires  

11 Transportation of Privately Owned Automobile (POV)  
11.1 Transportation of POV within the Continental United States (CONUS)  
A. The cost of transporting a privately owned vehicle shall not be authorized unless such transportation is advantageous and cost effective to the Federal Government.  
   1. The approval of transporting a private automobile within the continental United States is to be granted only when accelerating the employee's arrival, and early work availability at the new duty station will benefit the National Park Service.  
   2. A cost comparison must be made of the benefits derived by shipment of the POV versus requiring the employee or a member of the employee's immediate family to drive the vehicle to the new
duty station. It is not permissible to ship one POV and drive another POV to the new official station,
3. A separate GBL will be required to ship the vehicle under object class 224L.
4. There is no authority to reimburse air freight charges or excess baggage charges for personal items shipped within the conterminous 48 States.

B. Transportation of privately owned vehicle (OCONUS)
1. The area superintendent submits the request to the Associate or Regional Director.
2. A copy of the approved authorization goes to the appropriate park/office procurement official to prepare GBL for shipping of vehicle.
3. If a POV is not shipped to the OCONUS duty station, the employee may not be reimbursed the shipment cost of a vehicle when they return to a CONUS location.

11.2 Authority to Reimburse Commuting Cost at the Duty Station
There is no authority to reimburse commuting cost at the duty station. Any local transportation expenses incurred, such as renting a car, taxi cabs, or taking public transportation to get around at the new duty station are not reimbursable (41 FTR 302-5.18).

12 Relocation Allowances and Income Tax

12.1 General
A. The relocation income tax allowance (RITA) is a moving expense allowance like temporary quarters, en route travel and per diem, etc.
B. The purpose of the relocation income tax allowance is to reimburse eligible transferred employees for substantially all of the additional federal, state, and local income taxes incurred by the employee as a result of certain travel and transportation expenses and relocation allowances which are furnished in kind, or for which an allowance is provided by the government.
C. Each time a voucher is processed and federal income tax is withheld, a withholding tax allowance (WTA) is calculated and paid to the traveler to help offset the income tax withholding and the appropriate state tax withholding (this rate changes from year to year). The WTA protects the employee from having to use a substantial part of their own funds to cover the taxes.
D. Any traveler who receives a WTA entitlement must submit a RITA claim in the following calendar year. The WTA is treated similar to an "advance" against the MT allowance entitlement.
E. The completion of the RITA claim will include a reduction by the amount of the prior year WTA, which may prove that the WTA payment issued the previous year was excessive, thereby requiring collection from the traveler.
F. Similarly, for a traveler who receives a WTA and does not file a RITA claim in the subsequent year the WTA becomes a debt of the traveler, and AOC will initiate collection action against the employee.
G. Tax Reform Act of 1986
1. Changed the moving expense deduction from an above-the-line deduction to an itemized deduction
2. Made it so employees would no longer be able to deduct moving expenses if they elected to take the standard deduction
3. Although the Tax Reform Act of 1986 changed the nature of the moving expense deduction, RITA should be calculated as if the employee had itemized and claimed all allowable moving expense deductions.
12.2 Eligible Employees
A. Payment of RITA is authorized for employees transferred on or after November 14, 1983, in the interest of the government from one official station to another for permanent duty.
B. Eligible employees must have transferred without a break in service unless they voluntarily separated due to a reduction in force and within one year were reemployed by the government at another geographic location.
C. The effective date of an employee's transfer is the date the employee reports for duty at the new official station.

12.3 Employees Not Eligible for RITA
A. New appointees, including new appointees in the shortage category or Senior Executive Service positions
B. New Presidential appointees
C. New appointees to overseas posts of duty
D. Employees assigned under the Government Employees Training Act
E. Student trainees assigned to shortage category positions
F. Employees returning from overseas assignments for the purpose of separation

12.4 Obligating Funds for RITA
A. Internal Revenue Service regulations make payment of the MT allowance mandatory.
   1. Agencies are not relieved of this obligation for any reason, even budget constraints.
   2. Funds must be obligated for RITA.
B. All relocation travel authorizations must have an estimate for the MT allowance under object class 123E and travel description “V”.

12.5 Moving Expenses Covered By RITA
A. RITA is limited to certain moving expenses to the extent that:
   1. They are actually paid or incurred.
   2. They are not allowed as a moving expense deduction for tax purposes.
B. All amounts paid by the government (including those paid to third parties) for moving an employee from one official station to another are included in the employee's gross income and reported on the employee's W-2 form.
C. When the employee's relocation travel voucher is audited, the voucher examiner must fill out a ‘Change of Station Summary Form’.
   1. This form is sent to the Bureau of Reclamation's payroll office in Denver, Colorado.
   2. Using this form, the travel voucher examiner indicates:
      a. The portion of the relocation allowance which is nontaxable
      b. The portion of the relocation allowance which is taxable
      c. The amount of the relocation allowance which is to be reported as gross income on the employee's W-2 form
      d. The amount of taxes deducted from the traveler's relocation allowance reimbursement by the voucher examiner
D. Taxable Relocation allowances- when the voucher examiner processes a transferred employee's relocation voucher, the following allowances should be taxed:
   1. House hunting trip
   3. Expense of storing household goods in excess of 30 day, if incurred directly by the employee
4. En route M&IE
5. Temporary quarters reimbursements
6. Miscellaneous expenses allowance
7. Real Estate transaction reimbursements
8. Withholding tax allowance (WTA)

**NOTE:** If the transferred employee's new official station is less than 50 miles farther from their former residence than their old official station, all relocation allowances paid by the government (including those paid to third parties) are taxable.

E. Non-taxable relocation allowances:
   1. Expenses of shipping household goods via actual expenses (BL) or commuted rate method
   2. Expense of storing household goods 30 days or less
   3. Lodging expenses incurred during en route travel
   4. Lodging taxes incurred during temporary quarters
   5. Payments made to relocation contractors

### 12.6 Deduction of Relocation Allowances on Employee's Tax Return

A. The transferred employee must claim actual moving expenses as deductions on the individual's federal tax return subject to GSA limitations.
B. The settlement of federal and state income taxes is a matter between the employee, the Internal Revenue Service, and the state taxing authorities.
C. The National Park Service is only responsible for recording and reporting to the transferred employee and the Bureau of Reclamation's payroll office the applicable income and related taxes withheld.

### 12.7 Policies and Procedures

Policies and procedures for the calculation and payment of a relocation income tax allowance (RITA) are contained in the Federal Travel Regulations, Chapter 2, Part II.

### 13 Temporary Change of Station

#### 13.1 Authorization of Temporary Change of Station (TCS) Move

The agency does not have to authorize a temporary change of station (TCS) move. If and when it is authorized, the determination to use TCS is based upon what is necessary to accomplish the purposes of the agency effectively and economically (e.g., the total costs of providing TCS would be less costly than the allowable per diem for the duration of the assignment).

#### 13.2 Persons Not Eligible

The following individuals would NOT be eligible for TCS move:
A. A new appointee
B. An employee assigned to or from a state or local government
C. An intermittent employee
D. An individual serving without pay or at one dollar a year
E. An employee assigned under the Government Employees Training Act
13.3 **TCS Authorization for Long-term Assignment**
Temporary change of station can only be authorized for a long-term assignment of not more than 30 months or less than six months. Once TCS is authorized, the employee may not elect payment of temporary duty travel allowances. A service agreement is not required for TCS.

13.4 **Expenses that are allowable under TCS are:**
A. Travel, including per diem for the employee and their family as specified under 41 CFR 302-2, the same as for PCS
B. Transportation and temporary storage of household goods
C. Transportation of mobile home in lieu of transportation of household goods
D. Miscellaneous expenses as allowed under PCS
E. Transportation of a privately owned vehicle if justifiable
F. Relocation income tax allowance

13.5 **Non-temporary Storage of Household Goods**
Non-temporary storage of household goods may be allowed for the duration of the long-term assignment. However, the maximum combined weight is 18,000 pounds net weight. If the transportation and non-temporary storage of household goods exceeds the maximum weight allowance, the employee will be responsible for any excess costs. This will require the employee to obtain weight certifications.

13.6 **Return Trip Entitlements**
Upon completion of the assignment, the employee will be allowed the same entitlements specified above for their return trip to the previous official station.

13.7 **Temporary Quarters Subsistence Expenses**
Temporary quarters subsistence expenses are NOT allowable once the employee has reached their temporary official station under TCS. The employee will be responsible for their own living arrangements.
U.S. Department of the Interior
The mission of the Department of the Interior is to protect and provide access to our nation’s natural and cultural heritage and honor our trust responsibilities to tribes. We:

- encourage and provide for the appropriate management, preservation, and operation of the nation’s public lands and natural resources for use and enjoyment both now and in the future;
- carry out related scientific research and investigations in support of these objectives;
- develop and use resources in an environmentally sound manner, and provide an equitable return on these resources to the American taxpayer; and
- carry out trust responsibilities of the U.S. Government with respect to American Indians and Alaska Natives.

National Park Service
The National Park Service is a bureau within the Department of the Interior. We preserve unimpaired the natural and cultural resources and values of the National Park System for the enjoyment, education, and inspiration of this and future generations. We also cooperate with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout this country and the world.

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