

# Employees on the Move

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





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## A Memo from the Assistant Director, Business Management and Operations

To: U.S. Fish & Wildlife Service Transferee

The U.S. Fish & Wildlife Service wants to make your move as easy as possible. This handbook was developed to help you transition to your new location smoothly and quickly. It explains your entitlements, the basic process for a move, and the documents you must complete when you make a permanent change of station (PCS). Please take some time to familiarize yourself with the handbook before your move. It has been created to help you plan your move and prepare the necessary paperwork to ensure you receive all of the expense advances and reimbursements to which you are entitled, with minimal delays.

To ensure new transferees have the most up-to-date per diem and relocation information at their fingertips, this handbook will be updated periodically. In addition, the handbook will also be incorporated into the Service's Manual (266 FW) and accessible via the Service's website.

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



Paul W. Henne

Assistant Director, Business Management and Operations

## Regional PCS Coordinator Contact Information

Your Region's PCS Coordinator should contact you shortly after you accept the offer for your new position or you may use the contact information in **Table 1** to initiate contact. You must establish contact with your Regional PCS Coordinator and have an approved *Travel Authorization* before incurring any expenses associated with your move. Depending on Regional policy, the contact listed for your new Region may direct you to another local PCS Coordinator, who is responsible for PCS transfers associated with your program (e.g., Fisheries, Law Enforcement). For the purposes of this handbook, the term Regional PCS Coordinator refers to the coordinator responsible for your move (i.e., either a Regional or local PCS Coordinator).



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

Table 1 - Regional PCS Coordinator Contact Information

Regional PCS Coordinator Contact Information As of 04/1/2009			
<b>Region 1</b>	Kathleen Brennan	(503) 231-6820	<a href="mailto:Kathleen_Brennan@fws.gov">Kathleen_Brennan@fws.gov</a>
<b>Region 2</b>	Patti Sturm	(505) 248-6932	<a href="mailto:Patti_Sturm@fws.gov">Patti_Sturm@fws.gov</a>
<b>Region 3</b>	Lyn Grillo	(612) 713-5174	<a href="mailto:Lyn_Grillo@fws.gov">Lyn_Grillo@fws.gov</a>
<b>Region 4</b>	Carolyn Boykin	(404) 679-4088	<a href="mailto:Carolyn_Boykin@fws.gov">Carolyn_Boykin@fws.gov</a>
<b>Region 5</b>	Sharon Woodin	(413) 253-8222	<a href="mailto:Sharon_Woodin@fws.gov">Sharon_Woodin@fws.gov</a>
<b>Region 6</b>	Donna Hicks	(303) 236-4451	<a href="mailto:Donna_Hicks@fws.gov">Donna_Hicks@fws.gov</a>
<b>Region 7</b>	Leisa Davis	(907) 786-3986	<a href="mailto:Leisa_Davis@fws.gov">Leisa_Davis@fws.gov</a>
<b>Region 8</b>	Kathleen Brennan	(503) 231-6820	<a href="mailto:Kathleen_Brennan@fws.gov">Kathleen_Brennan@fws.gov</a>
<b>Region 9</b>	Marvin Wilson	(703) 358-1781	<a href="mailto:Marvin_Wilson@fws.gov">Marvin_Wilson@fws.gov</a>

While this handbook should serve as your first source of information, your Regional PCS Coordinator can address any concerns or questions you may have regarding special circumstances. Circumstances that merit contacting your Regional PCS Coordinator immediately include, but are not limited to, the following:

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

### Explanation of

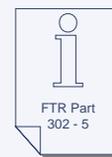
#### Symbols:



Hint



Example



Reference



# 1.0 Beginning Your Permanent Change of Station Move

This handbook is designed to guide you through the permanent change of station (PCS) process. It supplements, but does not replace, the regulations included in the Federal Travel Regulation<sup>1</sup> (FTR). To apply this handbook to your move, you should be aware of three important definitions:

- The term "Continental United States" (CONUS), refers to the 48 continuous states and the District of Columbia.
- The term "Outside the Continental United States" (OCONUS), for the purposes of this handbook only, refers to the following non-foreign areas: Alaska, Guam, Hawaii, Pacific Islands, Puerto Rico, American Samoa, and the U.S. Virgin Islands.
- The terms "family members" and "immediate family" refer to any of the following members of your household at the time you report to your new official station:
  - Spouse.
  - Children (to include stepchildren; adopted children; grandchildren, legal minor wards, or other dependent children under your or your spouse's legal guardianship) of you or your spouse that meet one of the following two conditions:
    - Under the age of 21 and unmarried.
    - Physically or mentally incapable of self-support, regardless of age.
  - Dependent parents (including step- and legally adoptive parents) of you or your spouse.
  - Dependent brothers and sisters (including step- and legally adopted siblings) of you or your spouse that meet one of the following two conditions:
    - Under the age of 21 and unmarried.
    - Physically or mentally incapable of self-support, regardless of age.

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

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



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

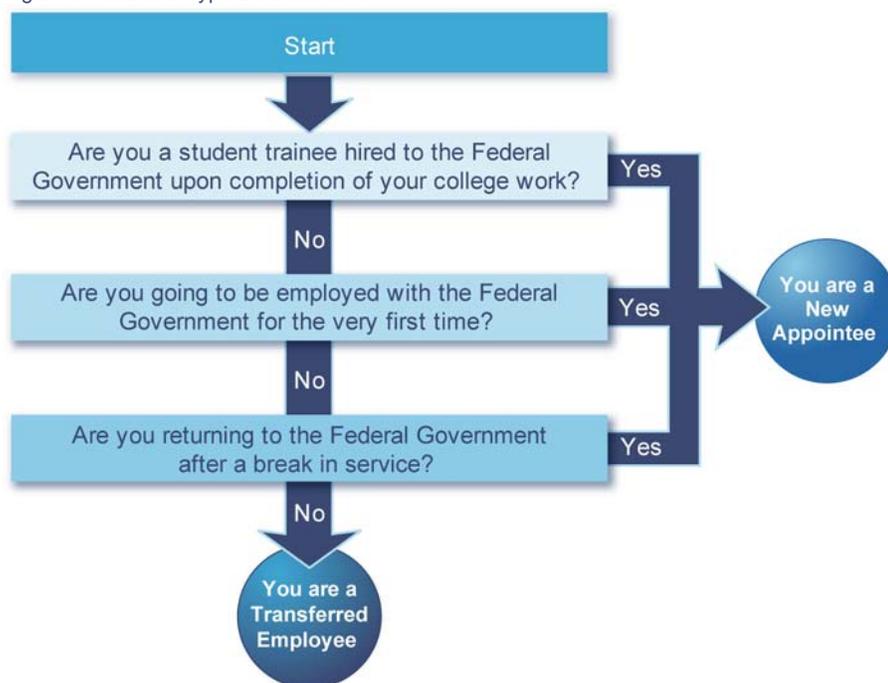
## 1.1 Determining Your Entitlements

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

- New Appointee.
- Transferred Employee.

**Figure 1** is presented below to assist you in determining your transfer type. Answer each question as either "yes" or "no" until you arrive at an end point specifying your transfer type.

Figure 1 - Transfer Type Decision Tree



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

### 1.1.1 New Appointee Entitlements

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

Table 2 - New Appointee Entitlements

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

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

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

Table 3 - New Appointee Discretionary Entitlements

Discretionary Items	Reference Section
Shipment of a privately owned vehicle.	6.0

### 1.1.2 Transferred Employee Entitlements

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

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

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

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

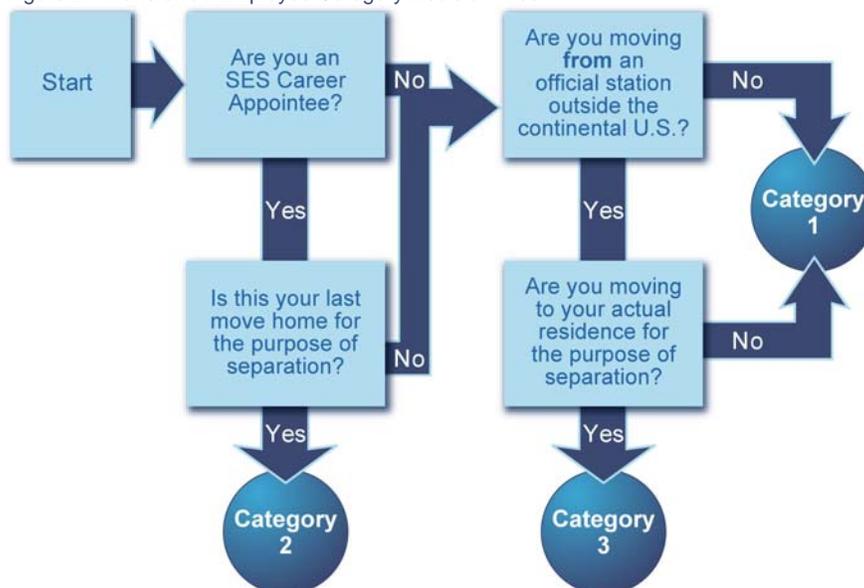
**Category 3:** Senior Executive Service (SES) career appointees making their last move home for separation (e.g., retirement).

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

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

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

Figure 2 - Transferred Employee Category Decision Tree



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

Table 4 - Transferred Employee Entitlements

Category			Reimbursable Items	Reference Section
1	2	3		
✓	✓	✓	Transportation for you and your immediate family members to your new official station.	7.0
✓	✓	✓	An allowance for <u>your</u> lodging, meals, and incidental expenses while traveling to your new official station.	7.0
✓			An allowance for <u>your immediate family members'</u> lodging, meals, and incidental expenses while traveling to your new official station.	7.0
✓	✓	✓	Transportation for and temporary storage of you and your family members' household goods.	5.0
✓			A payment to offset miscellaneous moving expenses.	10.0
✓			An allowance to cover a portion of the taxes you will incur as a result of your move (i.e., Relocation Income Tax Allowance).	11.0
✓			Reimbursement of certain expenses associated with selling your house <sup>4</sup> .	3.0
✓			Reimbursement of certain expenses associated with settling an unexpired lease.	4.0

<sup>4</sup> Only when the distance between your old and your new official stations is greater than 50 miles (per FTR Part 302-11.2).

Category			Reimbursable Items	Reference Section
1	2	3		
✓			Reimbursement of certain expenses associated with the purchase of a new house.	9.0
✓			Extended storage of your household goods <sup>5</sup> .	5.0
✓		✓	Transportation of a mobile home or boat used as your primary residence, instead of transportation of you and your family members' household goods <sup>6</sup> .	5.0

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

Table 5 - Transferred Employees Discretionary Entitlements

Category			Discretionary Items	Reference Section
1	2	3		
✓	✓	✓	Shipment of a privately owned vehicle.	6.0
✓			Househunting trip, including transportation, lodging, meals, and incidental expenses for you and your spouse only.	2.0
✓			An allowance to cover lodging, meals, and incidental expenses incurred by you and your family members prior to securing a permanent residence at your new official station.	8.0
✓			Use of a relocation services company to assist you in selling your house.	3.0

### 1.1.2.1 Entitlements for Transferred Employees with a Spouse who is Employed by the Service

If your spouse is employed by the Service and is authorized to perform a PCS to the same official station, you must select one of the following two methods for reimbursement of your PCS expenses<sup>7</sup>:

**Method 1:** Each employee receives separate allowances and may not be claimed as an immediate family member.

**Method 2:** One of the employed family members is considered head of your household. The other employed family member may be claimed

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

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

<sup>7</sup> Per FTR Part 302-3.204.

as an immediate family member on the "head of household" employee's *Travel Authorization*.

You should consider the following two items before selecting a method of reimbursement:

1. The Service will not reimburse duplicate expenses.



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

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



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

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

## 1.2 Paying for Your Permanent Change of Station Move

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

**Attachment 1:** Employee Agreement Form.

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

**Attachment 3:** Request for Contractor Provided Relocation Services.

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

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

**Attachment 5:** Travel Advance Repayment Agreement<sup>8</sup>.

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



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

<sup>8</sup> Regions have discretion over the use of this form. Contact your Regional PCS Coordinator to determine whether you must complete this form as part of your PCS paperwork.

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

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

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



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

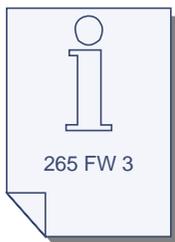
- Transportation ticket(s) only for yourself (e.g., airline, rail, ferry, bus).  
*Note: You must book transportation by calling SATO; you may not book transportation for PCS travel in GovTrip.*
- Transaction fees (e.g., travel booking fees).
- Rental car and fuel (only if authorized as part of your househunting trip or self-shipment of household goods using a rental vehicle / trailer).
- Airport parking (only if authorized as part of your househunting trip).
- Lodging.

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

- ATM withdrawals.
- Airline ticket(s) for your immediate family members.  
*Note: The Regional PCS Coordinator will use your new Region's FWS corporate card to purchase these tickets.*
- Meals and incidental expenses (M&IE).
- Fuel or repairs to your privately owned vehicle.
- Real estate expenses.
- Shipment and storage of household goods.
- Purchase of goods and services such as clothing and cameras.

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

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



### 1.2.1 Travel Advances

Travel advances are incremental cash payments that may be advanced to you to cover the many costs associated with moving. Advances are loans that you must repay, by check or through submission of your *Travel Voucher* (SF-1012), within five business days after completing each part of your move. Be aware that failure to repay your advances in a timely manner can result in deductions from your payroll.

To apply for an advance, you must complete the *Advance of Funds Application and Account* (SF-1038) form and the *Travel Advance Repayment Agreement*<sup>9</sup> form and submit these forms to your Regional PCS Coordinator. Your Regional PCS Coordinator will review your request for appropriateness and submit it to your Regional Budget and Finance Office for approval. If approved, your advance will be deposited via an Electronic Funds Transfer (EFT) by the National Business Center (NBC). Advances are limited to 80% of your authorized per diem (i.e., lodging, meals, and incidental expenses) over a maximum period of 30 calendar days, and should be deposited no more than five calendar days before travel begins.

*Note: If you are not enrolled in direct deposit for travel reimbursements, you must complete an ACH Form (OMB Form 1510) and submit it to your Regional PCS Coordinator.*

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



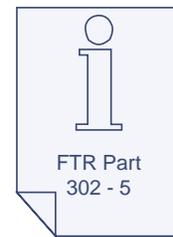
A copy of an *ACH Form* (OMB Form 1510) is included as [Attachment 7](#) of this handbook.

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

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

## 2.0 Taking a Househunting Trip Before Your Move



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

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

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

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

### 2.1 Determining Your Eligibility to Take a Househunting Trip

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

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

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

<sup>10</sup> Per FTR Part 302-5.5.

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

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

You and your spouse are allowed to take househunting trips at different times. However, the maximum amount you may be reimbursed is limited to the allowable costs you and your spouse would incur if you traveled together<sup>11</sup>. If your spouse resides at your old duty station for any period of time after you report to duty at your new official station, he / she may still be eligible for a househunting trip during that time, even though your eligibility has expired. If you believe it is in your family's best interest to make separate househunting trips, you should contact your Regional PCS Coordinator for additional details.

## 2.2 Determining Your Allowable Costs

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



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

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

### 2.2.1 Transportation

In general, you should use the most cost effective form of transportation to travel to the airport. You may claim reimbursement for up to two round trip taxi rides associated with your househunting trip. You should contact your Regional PCS Coordinator for additional details if you intend to drive and park your privately owned vehicle at the airport during your househunting trip. You should note that the PCS en route mileage reimbursement rate applies for mileage between your home and the airport.

If you are authorized to drive a privately owned vehicle to your new official station for your househunting trip, you will be reimbursed at the PCS en route mileage reimbursement rate; the rate is \$0.24 per mile, as of January 1, 2009. In addition, you may claim up to 50 miles per day at the PCS en route mileage reimbursement rate at your new official station for the purposes of househunting.

If you choose to travel by air, you must reserve coach-class accommodations and purchase your ticket using your FWS Government charge card. If your spouse is traveling with you, you must provide your Regional PCS Coordinator with the details of your travel arrangements. Your Regional PCS Coordinator will purchase your spouse's ticket on your new Region's corporate card.

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<sup>11</sup> Per FTR Part 302-5.9.

If you use a common carrier (e.g., commercial airline service, train) to travel to your new official station, you may be authorized to rent a car to facilitate your search for a new residence. If you wish to rent a car during your househunting trip, you must request approval from your new supervisor. If approved, you may use your FWS Government charge card to rent a car and purchase fuel<sup>12</sup>.

You should verify that the mode(s) of transportation you and your Regional PCS Coordinator agree upon is (are) documented on your *Travel Authorization*. If you believe there are discrepancies, you should contact your Regional PCS Coordinator prior to beginning your househunting trip.

## 2.2.2 Lodging, Meals and Incidentals

The following two methods are available for reimbursement of lodging, meals, and incidental expenses incurred on your househunting trip:

Method 1: Fixed Rate.

Method 2: Locality Rate.

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



### 2.2.2.1 Fixed Rate Method

If you select the fixed rate method, you will be reimbursed a fixed amount, regardless of the number of days you take for your househunting trip or the actual expenses incurred during your househunting trip. The fixed amount that you and / or your spouse will be reimbursed is presented in **Table 6**.

Table 6 - Fixed Rate Method Reimbursement Calculations

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

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

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



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



<sup>12</sup> Reference 265 FW 4.11 for more detail on rental vehicles.

1. Reimbursement for John: $\begin{array}{r} \$265.00 \\ \times \quad 5.00 \\ \hline \$1,325.00 \end{array}$	2. Reimbursement for Jane: $\begin{array}{r} \$265.00 \\ \times \quad 1.25 \\ \hline \$331.25 \end{array}$	3. Total: $\begin{array}{r} \$1,325.00 \\ + \quad 331.25 \\ \hline \$1,656.25 \end{array}$
---	---	---



The calculation in the previous example could have been simplified as follows: Since John and Jane are traveling together they are entitled to 6.25 times the locality rate ( $5 + 1.25 = 6.25$ ).

$$\begin{array}{r} \$265.00 \\ \times \quad 6.25 \\ \hline \$1,656.25 \end{array}$$

### 2.2.2.2 Locality Rate Method

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

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

Table 7 - Locality Rate Method M&IE Reimbursement Calculations

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

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

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

Current locality rates can be found on the GSA website ([www.GSA.gov/perdiem](http://www.GSA.gov/perdiem)).



John (a Service employee) and Jane (spouse) are moving from Atlanta, GA to Washington, DC and are authorized to take a five day househunting trip. Since the couple is focusing their househunting efforts on the less expensive area of Loudoun County, VA outside of Washington, DC, the applicable per diem rate is based on the Loudoun County locality rate of \$200 (\$141 for lodging, \$59 for M&IE).

Since Jane will travel with John to perform the househunting trip, John calculates that the maximum reimbursement under the locality rate method as follows.

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

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

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

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

**Step 3.** John calculates the maximum lodging reimbursement per night:

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

**Step 4.** John calculates the total reimbursement:

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

The following two pages include examples of completed *Travel Vouchers* (SF-1012) using the fixed rate and locality rate methods. While the *Travel Voucher* (SF-1012) examples in this handbook are typed, you may complete your *Travel Vouchers* (SF-1012) by hand.



<b>SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED</b>	<b>INSTRUCTIONS TO TRAVELER</b> Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of (unless information is shown on the travel authorization.) Col. (d) thru (n) } Show amount incurred for each meal, including tax and tips, and daily total meal cost. Col. (d) thru (h) } Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals). (i) } Complete for per diem and actual expense travel. (m) } Show total subsistence expense incurred for actual expense travel. (n) } Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (i) or maximum rate. Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.	<b>Complete this information if this is a continuation of</b> <u>2 of 2</u> <b>PAGES</b>
<b>TRAVEL AUTHORIZATION NO.</b> XXXXX-X-XXXX		<b>TRAVELER'S LAST NAME</b>

DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense)	ITEMIZED SUBSISTENCE EXPENSES						MILEAGE RATE:			AMOUNT CLAIMED				
			BREAK-FAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE (j)	NO. OF MILES (k)	MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)			
20 07	(a)	(c)														
	*****	Fixed rate househunting trip not to exceed 10 calendar days.														
		Househunting trip for Employee and Spouse														
		Locality rate for Washington, DC (\$201 lodging, \$64 M&IE)														
		Fixed rate entitlement = 5 x \$265 + 1.25 x \$265=\$1656.25													\$1656.25	
7/31/07	9:00am	Depart Atlanta, GA to Wash, DC Travel via Taxi to Aiport													\$30.00	
8/04/07	3:00pm	Depart Wash, DC to Atlanta, GA Travel via Taxi to Residence													\$30.00	
<b>SUBTOTALS</b>											0	\$1,656.25				\$60.00
<b>TOTALS</b>											0	\$1,656.25				\$60.00

*If additional space is required continue on another SF-1012-A BACK, leaving the front blank.*

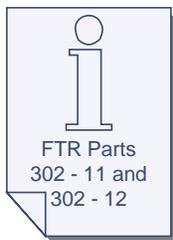
In compliance with the Privacy Act of 1974, the following information is provided. Solicitation of information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011 (b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (25 U.S.C. 6011 (b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

<b>TOTAL AMOUNT CLAIMED</b>	<b>\$1716.25</b>
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*Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.*

Example househunting trip Travel Voucher (SF-1012) using fixed rate method. (Corresponds to example on Page 12.)





## 3.0 Selling Your House

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

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

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

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

### 3.1 Determining Your Eligibility

You are eligible for reimbursement of certain expenses associated with the sale of your house if the dwelling was your actual residence from which you commuted to work at the time you were officially notified of your transfer (or you acquired an interest in the property prior to official notification), and one of the following four situations applies to the title to the residence<sup>13</sup> (or the interest in a cooperatively owned dwelling on a pro rata basis):

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

To be considered for reimbursement, all land and buildings must be reasonably related to the residence site. The Service will not reimburse you for expenses related to the sale of non-residential property.

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

### 3.2 Reimbursable Expenses

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

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<sup>13</sup> Per FTR Part 302-11.100 through 302-11.106.

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

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



### 3.3 Non-reimbursable Expenses

The Service will not reimburse you for the following expenses<sup>14</sup>:

- Cost of litigation.
- Funding fees (e.g., Department of Veterans Affairs (VA) funding fee).
- Mortgage insurance premium (MIP).
- Maintenance and operating costs.
- Property taxes.

<sup>14</sup> Per FTR Part 302-11.202.

- Mortgage discounts, points, or interest on loans.
- Losses on the sale of your residence due to price or market conditions.
- Home warranty.
- Homeowner / condominium fee.
- Cost of selling excess acreage not related to the residence site.

No fees, costs, charges, or expenses such as an underwriting fee, processing fee, or tax service fee are reimbursable. Any expense determined to be part of a finance charge under the *Truth in Lending Act*<sup>15</sup> is not reimbursable.



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

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

### 3.4 Determining How to Sell Your House

The Service offers a discretionary contractor relocation services program, which includes a home sale incentive award. Your Regional Travel Coordinator will notify you if you are authorized to participate in the relocation services program. If authorized to participate in the program, you may choose to sell your house through your own efforts, using a real estate agent, or using the Service's contracted relocation services vendor. Electing to enroll in the relocation services program offers you the following five distinct advantages:

1. The relocation company will normally make you an offer on your house, based on the appraised value, which completes the sale of your home.
2. The relocation company offers a number of complimentary services to you at your new official station (e.g., assistance locating temporary quarters or rental housing).
3. You may request an equity advance to assist you with the purchase of a house at your new official station.
4. You are eligible to receive a home marketing incentive payment<sup>16</sup>. You should be aware that the home sale incentive award is taxable.
5. The payment made by the Service to the relocation services vendor on your behalf is not considered taxable income.



If you sell your house on your own, any amount reimbursed to you by the Service is considered taxable income and will be included in your gross income on your *Leave and Earnings Statement*.

<sup>15</sup> Statute contained in the *Consumer Credit Protection Act*, codified at 12 Code of Federal Regulations (CFR) Part 226.

<sup>16</sup> *Note: The home marketing incentive award is taxable and will be included as part of your gross income on your Leave and Earnings Statement.*

Regardless of how you sell your house, the settlement dates for the transactions for which you want to be reimbursed must take place within two years after the date on which you report for duty at your new official station<sup>17</sup>.

If you are notified by your Regional Travel Coordinator that you are eligible to participate in the relocation services program, you must decide whether you wish to sell your house using the Service's contracted relocation services vendor or through your own efforts within 10 business days of signing your employee agreement.

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

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

*Note: You may delay the initiation of a relocation services contract for up to nine months after the PCS authorization is signed. Any request beyond the nine-month delay in initiating relocation services requires prior written approval by the Assistant Director or Regional Director. However, all residence sale and purchase transactions must be completed within two years of the date on which you report to your new official station, in order for you to be eligible for reimbursement. Circumstances that may warrant a delay include, but are not limited to the following:*

- *Your spouse and child(ren) need to stay at your old official station in order for the child(ren) to complete the academic year.*
  - *Your spouse needs to stay at your old official station in order to prepare your property for sale (e.g., repairs, maintenance).*
  - *Your spouse needs to stay at your old official station due to employment obligations.*
  - *You are called to active military service or sent on extended temporary duty.*
4. List your house with a real estate agent prior to the initiation date of the relocation services. The following exclusion clause must be included in your contract / agreement with the real estate agent:

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

If your Regional Travel Coordinator notifies you that you are eligible to participate in the relocation services program and you decide not to participate in the program, you must complete the *Request for Contractor Provided Relocation*

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<sup>17</sup> Per FTR Part 302-11.21.

Services form and indicate you do not wish to use these services. A denial of the services is final and may not be changed at a later date.

Once you enroll in the relocation services program, a relocation services representative will contact you within 24 hours and counsel you on the appraisal and offer process. The representative will also provide you with any additional forms you need to complete as part of your move within five business days of initial contact.



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

1. The relocation services vendor sends you a list of independent appraisers.
2. You select two appraisers and one alternate from the list in order of your preference.
3. The relocation services vendor orders an independent appraisal of your property, title search, and any required inspections.
4. Based on the appraisal reports and home inspection report, the relocation services vendor makes an offer on your property. The relocation vendor may make an offer that is contingent upon your completing repairs to the property.
5. You have 60 calendar days to accept or reject the relocation services vendor's offer.

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

It takes approximately 35 calendar days for the relocation services vendor to make you an offer. You will have 60 calendar days to either accept or decline the offer. If you receive an offer from an outside party during this period, you must turn the new offer over to the relocation services vendor. The company will review the new offer to determine whether it is acceptable. If you accept the relocation services vendor's offer or the vendor accepts an offer from a third party, no additional expenses may be reimbursed in association with the sale of your property. Once you accept the relocation services vendor's offer, 95% of your home's equity will be paid within five business days. The relocation services vendor will pay the remaining 5% after you vacate the residence. You cannot be reimbursed for losses due to market fluctuations in housing prices. It is important that you provide your Regional PCS Coordinator with periodic updates on the status of your home sale.



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

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

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



The following types of homes are not eligible for enrollment in the relocation services program:

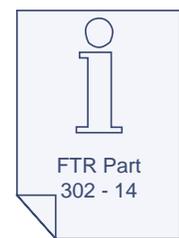
- Mobile / manufactured homes (e.g., trailer homes, houseboats) whether or not affixed to real property owned by the employee, unless the mobile home meets Federal, State, and local housing codes.
- Cooperative units.
- Homes that do not meet Federal, State, or local housing codes.
- Homes that cannot be insured.
- Homes that cannot be financed (Federal or conventional).
- Homes on which construction has not been completed.
- Homes without foundations.
- Employee-owned rental properties.
- Homes located outside of the United States and its territories.

### 3.4.1 Home Equity Advance Payment

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

## 3.5 Home Marketing Incentive Payment Eligibility Requirements

If you enrolled in the relocation services program, you are eligible for a home marketing incentive payment if all of the following circumstances apply to the sale of your house:



- You list your house with a realtor and include the exclusion clause referenced in section 3.4 - *Determining How to Sell Your House* in your listing agreement prior to initiation of the relocation company's services.
- You decide whether to enroll in the relocation services program by completing the *Request for Contractor Provided Relocation Services* form within 10 business days of signing your employee agreement.
- You find a buyer for your house that the Service's contracted relocation services vendor determines is qualified and has made a bona fide offer.
- You transfer your house to the Service's contracted relocation services vendor.
- The Service pays a reduced fee (i.e., amended value fee or buyer value offer) to the relocation services contractor for the sale of your house.

The incentive payment is the lesser of the following two amounts:

- 3% of the price the Service's contracted relocation services vendor paid you for your residence.
- The Government savings resulting from the amended value sale.

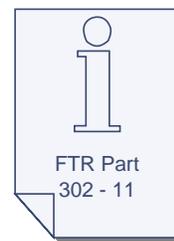
The maximum incentive payment you may receive is \$10,000.

Once the sale of your residence to the new buyer is complete, your Regional PCS Coordinator determines the amount of your incentive award and works with NBC to enter the award into the payroll system.



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

## 4.0 Resolving Your Unexpired Lease



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

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

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

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

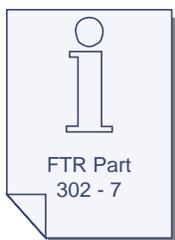
You are eligible for reimbursement for certain expenses associated with the settlement of your unexpired lease, if the dwelling was your actual residence at the time you were officially notified of your transfer, and one of the following three situations applies to the lease agreement:

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

Reimbursable expenses include broker's fees for obtaining a sublease or charges for advertising an unexpired lease when the following additional conditions are met:

- Terms of the lease provide payment of settlement expenses that cannot be avoided by sublease or other arrangement.
- Expenses were not incurred due to failure to give timely lease termination notice after you had definite knowledge of your transfer.
- Broker's fees or advertising charges are not in excess of those customarily charged for comparable services in your locality.

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



## 5.0 Transporting and Temporarily Storing Your Household Goods

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

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

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

### 5.1 Determining the Amount of Household Goods You May Ship

The maximum weight allowance you are authorized for household effects and personal goods is 18,000 pounds. You must pay for any shipping and temporary storage charges in excess of the 18,000 pound limit.

If both you and your spouse are employed by the Service and are transferring to the same official station on separate *Travel Authorizations*, you are authorized up to 36,000 pounds. Prior to shipping your goods, you should contact your Regional PCS Coordinator to verify that your situation conforms to these requirements.

### 5.2 Determining How to Ship Your Household Goods

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

Method 1: Shipment by Commercial Carrier.

Method 2: Self Shipment.

*Note: Transfers to, from, and within OCONUS areas are required to use the Shipment by Commercial Carrier method.*

#### 5.2.1 Shipment by Commercial Carrier

Under this method, your Regional PCS Coordinator will initiate a *Bill of Lading* with the Service's contracted commercial carrier, who will contact you once the *Bill of Lading* is received and processed. The commercial carrier will pack, ship, store, deliver, and unpack your goods in one lot. Under this method, FWS pays the commercial carrier directly and you incur no associated upfront costs.

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

## 5.2.2 Self Shipment Method

Under this method, you must itemize the costs associated with moving your household goods on a *Travel Voucher* (SF-1012). If you wish to move your goods using this method, you must obtain approval from your supervisor and the approval must be documented on your *Travel Authorization*.

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

- Truck rental.
- Fuel.
- Packaging materials.
- Toll charges.
- Insurance of your household goods.

You may not charge any expenses associated with moving your household goods under the self shipment method to your FWS Government charge card. Instead, you must claim reimbursement for all expenses using a *Travel Voucher* (SF-1012).

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

- The weight certificates from the nearest weigh station before and after loading the vehicle. If you are hauling goods in multiple trips, weight certificates must be provided for each trip.
- A copy of your *Travel Authorization* stating that you may use the self shipment method.
- All associated receipts for which you are requesting reimbursement.

## 5.3 Shipping Professional Books, Papers, and Equipment

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

To obtain approval for a shipment of these professional items, you must notify your Regional PCS Coordinator and submit a written inventory of the goods for review by your new supervisor along with the *Approval Form for PBP&E*. Your new supervisor will decide whether the shipment may be authorized<sup>18</sup>. The goods listed on the inventory should be separated into the following three categories:

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

Generally, items should be listed individually, but may be grouped if appropriate (e.g., encyclopedia set). For goods listed as a group, you must provide an

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<sup>18</sup> Per FTR Part 302-7.4 and memorandum FWS/DFM/028766.

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



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

## 5.4 Determining What Types of Items You May Ship

### 5.4.1 Mobile Homes

The term "mobile home" refers to traditional trailer homes, as well as boats. You are permitted to transport your mobile home if you certify it is used as your current residence and will be used as your permanent residence at your new official station.

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

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

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

You will not be reimbursed for any of the following expenses<sup>19</sup>:

- Maintenance.
- Repairs.
- Storage.
- Insurance for homes above carrier's maximum liability.

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<sup>19</sup> Per FTR Part 302-10.207.

- Charges designated in the tariffs as "Special Service".

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

#### 5.4.2 Household Goods and Personal Effects

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

The following items may be included in your shipment of household goods, unless prohibited by your commercial carrier:

- All-terrain vehicles (ATVs).
- Riding lawn mowers.
- Jet skis.
- Golf carts.
- Boats that easily fit into the commercial carrier's moving van.
- Pianos.



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

#### 5.4.3 Property Not Transportable at Government Expense

You may not include the following items in the shipment of your household goods:

- Automobiles, trucks, vans, and similar motor vehicles.
- Boats that do not easily fit into the commercial carrier's moving van.
- Airplanes or gliders.
- Farm vehicles.
- Major vehicle parts (e.g., engines).
- Live animals (e.g., birds, fowls, insects, reptiles).
- Cord wood and building materials.
- Property for resale or commercial use.
- Flammable and / or explosive materials (e.g., fireworks).

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

## 5.5 Preparing Your Household Goods for Shipment

You are authorized to incur the expenses associated with a commercial carrier performing one pick-up of your household goods (maximum weight of 18,000 pounds). While the commercial carrier may allow you to arrange extra pick-ups for your personal convenience, the Service will not pay for any of the associated costs<sup>20</sup>. You must be billed separately for the additional costs incurred by the Service's commercial carrier.



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

### 5.5.1 Disassembling and Reassembling Your Household Goods

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

- Ice maker.
- Refrigerator.
- Outdoor playground equipment.
- Television, radio antennas, and satellite dishes.
- Storage shed.
- Desk.
- Pool table.
- Hot tub.
- Water bed.
- Dog kennel.

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

### 5.5.2 Carrier Packing, Inventory, and Loading of Your Household Goods

Under the shipment by commercial carrier method, the commercial carrier will pack your goods. You should watch the commercial carrier pack, inventory, and load your household goods and obtain a copy of the carrier's inventory form. You must review the inventory form to verify that you agree with the carrier's evaluation of the condition of your household goods. If you disagree with an item's evaluation, note your comments on the inventory prior to signing the form.

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<sup>20</sup> Per FTR Part 302-7.3.

## 5.6 Insuring Your Household Goods

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

Method 1: Full Value Protection.

Method 2: Excess Full Value Protection.

### 5.6.1 Full Value Protection Method

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

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



### 5.6.2 Excess Full Value Protection Method

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

## 5.7 Unpacking Your Household Goods

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

### 5.7.1 Carrier Delivery and Unpacking of Your Household Goods

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

### 5.7.2 Loss or Damage of Household Goods

Loss or damage of household goods should be noted on the delivery receipt and signed by you and the delivery truck driver. If the driver refuses to sign the receipt, or you notice the loss or damage after the delivery truck has left, you

must contact your carrier's representative and your Regional PCS Coordinator immediately. For each lost or damaged article, document the following items:

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

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

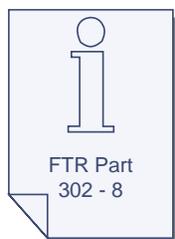
## 5.8 Temporary Storage of Your Household Goods

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

You may request to extend temporary storage of your goods in 30 calendar day increments for an additional period of no more than 90 calendar days by submitting a memo to your new supervisor and Regional PCS Coordinator<sup>21</sup>. If the extension is approved by your new supervisor, the authorization must be documented as an amendment to your *Travel Authorization*. The additional storage days are treated as taxable income to you and will be included as gross income on your *Leave and Earnings Statement*. Circumstances beyond your immediate control, which could justify additional storage time, include the following:

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

Under no circumstances may your goods be stored in temporary storage for a period of more than 180 calendar days.



## 5.9 Extended Storage of Your Household Goods

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

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

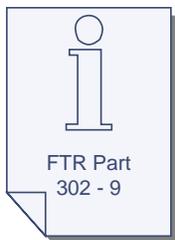
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<sup>21</sup> Per FTR Part 302-7.9.

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

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

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



## 6.0 Transporting Your Privately Owned Vehicle

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

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

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

### 6.1 Guidance for Moves within the Continental United States

You may be eligible to ship your privately owned vehicle within CONUS only if the shipment is necessary to accelerate your arrival and availability to begin performing your duties at your new official station. If you believe it is beneficial to your new official station to ship your privately owned vehicle in order to expedite your arrival, you must obtain approval from your new supervisor. If approved, the authorization must be documented on your *Travel Authorization*.



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

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

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

- A member of your family is ill.
- Your spouse and child(ren) need to stay at your old official station in order for the child(ren) to complete the academic year.
- Your spouse and / or child(ren) need to stay at your old official station to sell your old residence.

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

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

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

- Shipping expenses associated with additional personal items<sup>22</sup>.
- Excess baggage fees.
- Rental car and fuel expenses.
- Taxi charges.

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

The cost of shipping a second privately owned vehicle is allowable only if you are able to submit a cost comparison that documents that shipping the second vehicle and paying you and your family to travel by common carrier is less costly to the Service than mileage and per diem cost associated with driving the privately owned vehicle to your new official duty station. Under no circumstances may the Service authorize shipping three privately owned vehicles at the expense of the Government.

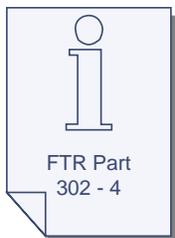
## 6.2 Guidance for Moves Outside the Continental United States

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

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

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<sup>22</sup> If you are transferring from CONUS to an OCONUS official station, or from an OCONUS to CONUS official station and you are authorized to ship your privately owned vehicle, you may be authorized to make a shipment of goods and excess baggage. For more information, contact your Regional PCS Coordinator.



## 7.0 Traveling to Your New Official Station

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

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

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

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

### 7.1 Performing Travel to Your New Official Station

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

#### 7.1.1 Travel by Common Carrier

If you would like to travel to your new official station by common carrier (e.g., commercial airline service, train), you must list the request on your *Employee Relocation Allowance Data Sheet* (Form 3-139), notify your Regional PCS Coordinator, and obtain approval. The authorization to travel by common carrier must be documented on your *Travel Authorization*. Once you receive approval to travel by common carrier, you must reserve coach-class accommodations and purchase your ticket using your FWS Government charge card. If your immediate family is also traveling by common carrier, you must provide your Regional PCS Coordinator with the details of your travel arrangements. Your Regional PCS Coordinator will purchase your family's tickets on your new Region's corporate card.



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

## 7.1.2 Travel by Privately Owned Vehicle

If you travel to your new official station using your privately owned vehicle, you will be reimbursed for mileage at the PCS mileage reimbursement rate. If you and your immediate family wish to travel to your new official station using more than one privately owned vehicle, you must obtain approval from your new supervisor. Approval to travel using more than one privately owned vehicle must be documented on your *Travel Authorization*. Your supervisor will evaluate your request based upon whether you qualify for one of the following exceptions:

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

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



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



350	(Distance between old and new stations)
x \$0.24	(PCS mileage reimbursement rate)
<b>\$84.00</b>	(Total PCS mileage reimbursement)

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

### 7.2.1 Per Diem

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

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

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

You and your immediate family may be eligible to receive per diem allowances during your travel to your new official station to cover any lodging, meals, and incidental expenses (M&IE). In order to be eligible, you and your immediate family's travel to your new official station must meet the following two conditions:

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

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

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

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



John is driving to his new official station, which is located 1,050 miles from his old official station. John calculates the number of travel days that he is eligible for per diem reimbursement as follows:

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

John performs his travel as follows, in order to remain in compliance with Service policy and receive per diem allowances for the duration of his travel:

- Day 1: 250 miles (*Lodging required*)
- Day 2: 450 miles (*Lodging required*)
- Day 3: 350 miles (*Arrive at new station - lodging not required*)

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



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

$$\begin{array}{r}
 2,000 \text{ (Number of miles between old and new stations)} \\
 \div 350 \text{ (Minimum required daily distance)} \\
 \hline
 5.71 \text{ (Actual number of travel days authorized)}
 \end{array}$$

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

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

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

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

- Unsafe weather conditions (e.g., icy roads, hurricane).
- Transportation of a family member with a physical handicap, who requires frequent stops.
- Authorized stops to perform official duties, as documented on your *Travel Authorization*.

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

- Your privately owned vehicle breaks down.
- You or a member of your family becomes ill<sup>23</sup>.

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

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

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



You and your immediate family's lodging, meals, and incidental expenses (M&IE) are reimbursed based on the standard CONUS rate, using the formulas in the table below. Your first and last days of travel are reimbursed at three-fourths of the amount for M&IE calculated using the formulas in **Table 8**.

<sup>23</sup> If you or a member of your family becomes ill, you should contact your new supervisor and take sick leave until you can resume travel.

Table 8 - Reimbursement Rates for Lodging and M&IE During Travel to the New Official Station

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

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

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



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

$$\begin{array}{r}
 1,050 \text{ (Number of miles between old and new stations)} \\
 \times \$0.24 \text{ (PCS mileage reimbursement rate)} \\
 \hline
 \mathbf{\$252} \text{ (Total PCS mileage reimbursement)}
 \end{array}$$

Jane visits the GSA website and determines that the current standard CONUS lodging rate is \$70 and the standard CONUS M&IE rate is \$39.

The reimbursement for the first and last day of travel (Days 1 and 3) is 75% of the M&IE reimbursement rate, multiplied by the appropriate value in Table 8. The family's Day 1 and Day 3 reimbursement is calculated as follows:

Jane	John	Child, age 14	Child, age 10	Total:
\$39.00	\$39.00	\$39.00	\$39.00	
<u>x 0.75</u>	<u>x 0.75</u>	<u>x 0.75</u>	<u>x 0.75</u>	
\$29.25	\$29.25	\$29.25	\$29.25	
<u>x 1.00</u>	<u>x 0.75</u>	<u>x 0.75</u>	<u>x 0.50</u>	
<b>\$29.25</b>	<b>\$21.94</b>	<b>\$21.94</b>	<b>\$14.63</b>	<b>\$87.76</b>

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

Jane	John	Child, age 14	Child, age 10	Total:
\$39.00	\$39.00	\$39.00	\$39.00	
<u>x 1.00</u>	<u>x 0.75</u>	<u>x 0.75</u>	<u>x 0.50</u>	
<b>\$39.00</b>	<b>\$29.25</b>	<b>\$29.25</b>	<b>\$19.50</b>	<b>\$117.00</b>

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

Jane	John	Child, age 14	Child, age 10	
\$70.00	\$75.00	\$75.00	\$70.00	<b>Total:</b> <b>\$210.00</b>
x 1.00	x 0.75	x 0.75	x 0.50	
<b>\$70.00</b>	<b>\$52.50</b>	<b>\$52.50</b>	<b>\$35.00</b>	

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

\$252.00	(Total PCS mileage reimbursement)
\$87.76	(Day 1 M&IE)
\$210.00	(Day 1 Lodging)
\$117.00	(Day 2 M&IE)
\$210.00	(Day 2 Lodging)
+ \$87.76	(Day 3 M&IE)
<b>\$964.52</b>	<b>(Total maximum reimbursement)</b>

### 7.3 Additional Guidance for Moves Outside the Continental United States

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

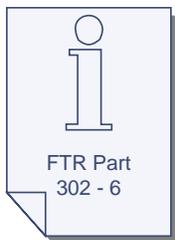
If you and your immediate family are moving between two official stations OCONUS, you are entitled to reimbursement based on the applicable locality rate, instead of the standard CONUS rate indicated in **Table 8**.

Per DOI policy, en route per diem on the Alaska Marine Highway will be at the highest CONUS rate established by GSA. On the date of publication, the highest CONUS rate was \$424 per day (\$360 lodging, \$64 M&IE).

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



The locality rate is determined by the location of your new official station. Current locality rates can be found on the GSA website ([www.GSA.gov/perdiem](http://www.GSA.gov/perdiem)).



## 8.0 Staying in Temporary Quarters

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

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

### Key Decisions

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

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

### 8.1 Determining Your Reimbursement for Time Spent in Temporary Quarters

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

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

If you are authorized to stay in temporary quarters, you will be reimbursed for allowable expenses for an initial period of up to 30 consecutive calendar days. If you did not take a househunting trip, you may be authorized an extension for an additional period of up to 30 calendar days, for a total of 60 consecutive calendar days. You must submit a written request as soon as you become aware that you will need an extension; you may not submit a request for an extension if your initial 30-day period has already ended.

If you and / or your spouse took a househunting trip, the Service may only authorize an extension past the initial 30 calendar days in extenuating circumstances. In this case, the maximum allowable extension is 15 calendar days, for a total of 45 consecutive calendar days.

Be aware that your authorized period in temporary quarters expires once you or a member of your immediate family moves into your new permanent residence. You will not be reimbursed for any additional temporary quarters expenses past this date, regardless of whether you used all of your authorized period.

You will not be authorized for reimbursement of expenses associated with staying in temporary quarters under the following circumstances<sup>24</sup>:

- You plan to occupy Government-owned or controlled quarters at your new official station.
- You were aware of your upcoming PCS move and had adequate opportunity (i.e., more than 60 calendar days) during an extended temporary duty assignment to arrange permanent quarters at your new official station.

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

**Method 1:** Actual Expense.

**Method 2:** Fixed Amount.

The method you select must be documented on your *Travel Authorization*. Once you have incurred expenses associated with travel to your new official station, the reimbursement method you selected may not be changed.



### 8.1.1 Actual Expense Method

Under the actual expense method, you receive reimbursement based on the actual allowable costs that you and your family incur during your time in temporary quarters, not to exceed the maximums provided in section 8.1.1.1 - *Maximum Reimbursement*. You must itemize your actual costs for your lodging, meals, and incidental expenses, on a daily basis, using the *Employee and Immediate Family Subsistence Expenses while Occupying Temporary Quarters* form.

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



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

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

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

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

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

<sup>24</sup> Per FTR Part 302-6.303.

- The day your authorized period for temporary quarters expires.

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

- Non-business related telephone charges<sup>25</sup>.
- Payments of lodging to relatives and / or friends (unless you can provide evidence that an extra cost was incurred by your relatives and / or friends as a direct result of providing housing for you and your family).
- Rental car and / or fuel expenses.
- Taxi fees.



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

### 8.1.1.1 Maximum Reimbursement

The daily maximum reimbursement allowed is calculated using the standard CONUS rate, which is independent of the location in which you secure temporary quarters. **Table 9** presents the calculations used to determine the daily maximum amount you may be reimbursed.

Table 9 - Maximum Daily Reimbursement Amounts (First 30 Consecutive Calendar Days of Temporary Quarters - Actual Expense Method)

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

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

### 8.1.1.2 Extensions

Extensions will only be authorized in situations where you can demonstrate that the need for additional time in temporary quarters is beyond your control. If you believe your circumstances warrant an extension, you must provide a written justification of your need to your new supervisor and notify your Regional PCS Coordinator. Your new supervisor will decide whether to approve the extension request. If approved, the authorization must be documented as an amendment to your *Travel Authorization*.



The Service may authorize you an extension of up to 30 additional calendar days if neither you nor your spouse took a househunting trip. The Service may authorize you an extension of up to 15 additional calendar days, in extenuating circumstances, if you or your spouse took a househunting trip. Under no circumstances may your time in temporary quarters exceed a total of 60 consecutive calendar days.

<sup>25</sup> Reference Department of the Interior Financial Administration Memorandum (FAM) 2003-17.

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

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

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

- Failure to locate a new residence (i.e., rental, lease, or purchase), if it is determined you did not make a whole-hearted effort to secure permanent housing.
- Failure to locate a new residence (i.e., rental, lease, or purchase), in an area of moderate housing availability, due to personal preferences and decisions.
- Continued employment of your spouse at your old official station, which delays your family's move to your new official station.
- Continued attendance of children in school at your old official station, which delays your family's move to your new official station.
- Decision to build a home in an area of moderate or low housing availability (construction typically requires 90 business days or longer).
- Acceptance of an extended possession date at the time that the contract for your new permanent residence is signed.
- Use of home marketing as justification to request an extension of temporary quarters.

If you are granted a temporary quarters extension, the daily maximum reimbursement allowed is calculated using the standard CONUS rate, which is independent of the location in which you secure temporary quarters. **Table 10** presents the calculations used to determine the daily maximum amount you may be reimbursed for any time spent in temporary quarters beyond your first 30 consecutive days.

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

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

### 8.1.1.3 Additional Guidance for Moves Outside the Continental United States

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



John, Jane, and their two children (ages 14 and 10) are in the process of their transfer to Atlanta, GA. John's new official station authorizes him for 30 days of temporary quarters using the actual expense method. The family will arrive at temporary quarters following their last day of en route travel. As a result, they are eligible for 25% temporary quarters M&IE on the night of check-in, and for M&IE allowances for the 29 full days that they will reside in temporary quarters.

John first visits the GSA website and determines that the current standard CONUS rate is \$70 for lodging and \$39 for M&IE. John then performs the following calculations to determine the family's maximum temporary quarters reimbursement.

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

<i>John</i>	<i>Jane</i>	<i>Child, age 14</i>	<i>Child, age 10</i>	
\$39.00	\$39.00	\$39.00	\$39.00	<b>Total:</b>  <b>\$117.00</b>
x 1.00	x 0.75	x 0.75	x 0.50	
<b>\$39.00</b>	<b>\$29.25</b>	<b>\$29.25</b>	<b>\$19.50</b>	

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

\$117.00	(Daily maximum temporary quarters M&IE reimbursement)
x 0.25	(25% temporary quarters reimbursement on check-in date)
<b>\$29.25</b>	(Total temporary quarters reimbursement on check-in date)

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

<i>Jane</i>	<i>John</i>	<i>Child, age 14</i>	<i>Child, age 10</i>	
\$70.00	\$70.00	\$70.00	\$70.00	<b>Total:</b>  <b>\$210.00</b>
x 1.00	x 0.75	x 0.75	x 0.50	
<b>\$70.00</b>	<b>\$52.50</b>	<b>\$52.50</b>	<b>\$35.00</b>	

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

<i>M&amp;IE</i>	<i>Lodging</i>	<i>Total Reimbursement</i>
\$117.00	\$210.00	\$3,422.25
x 29	x 30	+ \$6,300.00
<b>\$3,393.00</b>	<b>\$6,300.00</b>	<b>\$9,722.25</b>
+ 29.25		
<b>\$3,422.25</b>		

The previous example calculated the maximum amount that John and his family was eligible to receive; however, under this method reimbursement of temporary quarters expenses is based on your actual expenses.



You must document your actual expenses on the *Employee and Immediate Family Subsistence Expenses while Occupying Temporary Quarters* form (Attachment 10), even if you spend more or less than your daily maximum per diem. You must submit receipts for all expenses in excess of \$75.

### 8.1.2 Fixed Amount Method

Under the fixed amount method, you are paid a fixed amount, regardless of your actual expenses incurred or days spent in temporary quarters. Reimbursement is based on a period of up to 30 consecutive calendar days in temporary quarters. The amount you will be reimbursed is determined using the equations in the **Table 11**.

Table 11 - Maximum Daily Reimbursement Amounts (Fixed Amount Method)

Traveler(s)	Daily amount
Employee or unaccompanied spouse	.75 × locality rate
Accompanied spouse	.25 × locality rate
Children (regardless of age)	.25 × locality rate

The locality rate is determined by the location of your new official station. Current locality rates can be found on the GSA website ([www.GSA.gov/perdiem](http://www.GSA.gov/perdiem)).

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

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



The family's daily reimbursement is calculated as follows:

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

The family's total reimbursement is calculated as follows:

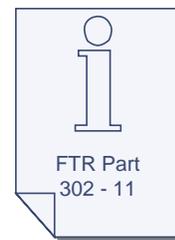
$$\begin{array}{r}
 \$267.00 \text{ (Daily reimbursement)} \\
 \times \quad 30 \text{ (Number of days in temporary quarters)} \\
 \hline
 \mathbf{\$8,010.00} \text{ (Total reimbursement)}
 \end{array}$$

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

#### 8.1.2.1 Extensions

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

## 9.0 Purchasing Your New House



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

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

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

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

You are eligible for reimbursement of certain expenses associated with the purchase of your new house. To be eligible, you must purchase your new house within two years of the calendar date on which you report to your new official station<sup>26</sup>.

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

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

### 9.1 Reimbursable Expenses

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

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

<sup>26</sup> Extensions of up to two years may be granted by your new Regional Director on a case-by-case basis.

- Lender's title insurance policy (if paid for by employee, on a residence purchased by the employee for the protection of property, and required by the lender).
- Escrow agent's fee, or settlement fee, for closing a real estate transaction.
- State revenue stamps.
- Transfer or mortgage taxes.
- Loan origination, loan assumption, or loan transfer fees generally limited to 1% of the amount of the new loan.
- Federal Housing Authority (FHA) or Veterans Affairs (VA) application fee.
- Expenses in connection with construction of a new residence, which are comparable to expenses reimbursable in connection with purchase of an existing residence.
- Power of attorney (trustee fee).
- Title examination.
- Title insurance binder.
- Bridge loan and second mortgage fees.

## 9.2 Non-reimbursable Expenses

The following expenses are non-reimbursable:

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

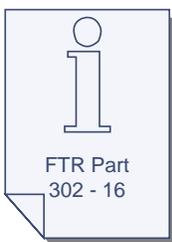
No fees, costs, charges, or expenses such as underwriting fees, processing fees, or tax service fees are reimbursable. Additionally, any expense determined to be part of a finance charge under the *Truth in Lending Act* is not reimbursable.

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



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

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



## 10.0 Obtaining Your Miscellaneous Expense Payment

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

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

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

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

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

Reimbursable expenses include, but are not limited to the items presented in **Table 12**.

Table 12 - Reimbursable Expenses under the Miscellaneous Expense Payment

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

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

## 10.1 Non-reimbursable Expenses

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

- Losses from selling or buying real and personal property, and costs of items related to such transactions.
- Cost of additional insurance on household goods while in transit to the new official station, or cost of loss or damage to such property.
- Cost of moving household goods caused by exceeding the maximum weight limitation for which you are eligible.
- Cost of newly acquired items, such as purchase or installation of new rugs or draperies.
- Higher income, real estate, sales, or other taxes as the result of establishing residence in the new locality.

- Fines imposed for traffic infractions while en route to the new official station.
- Losses on the sale or disposal of items of personal property not considered convenient or practicable to move.
- Expenses associated with the damage or loss of clothing, luggage, or other personal effects while traveling to the new official station.
- Medical expenses due to illness or injury of you or your family members while en route to the new official station, or while living in temporary quarters at the Government's expense.
- Costs incurred in connection with structure alterations, remodeling, or modernization of living quarters, garages, or other buildings to accommodate privately owned vehicles, appliances, or equipment.
- Costs of replacing or repairing worn-out or defective appliances, or equipment shipped to your new official station.
- Costs incurred to meet the more stringent rules of air carriers when moving pets (e.g., inoculations, examinations, boarding quarantine).

## 10.2 Reimbursement Methods

You are entitled to reimbursement of your miscellaneous expenses under one of the following two methods:

Method 1: Flat Amount.

Method 2: Itemized.

### 10.2.1 Flat Amount Method

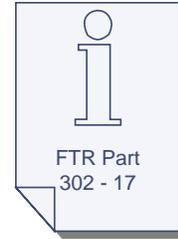
Under this method, you are reimbursed via a lump sum payment and are not required to provide any supporting documentation (e.g., receipts). If you are moving without any immediate family members, you are entitled to the lesser of either \$500 or one week of basic pay. If you are moving with your immediate family, you are entitled to the lesser of either \$1,000 or two weeks of basic pay.

### 10.2.2 Itemized Method

If you feel that your miscellaneous expenses will exceed the amount reimbursable to you under the flat amount method, you may claim your expenses under the itemized method. Under this method, all of your claims must be itemized and supported by receipts justifying your expenses. The maximum you will be reimbursed, regardless of your actual miscellaneous expenses, is one week of basic pay if you are moving without immediate family, or two weeks of basic pay if you are moving with immediate family.

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

## 11.0 Understanding the Tax Implications of Your Move



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

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

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

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

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

- Taking a househunting trip.
- Storing your household goods at a storage facility for a period of more than 30 calendar days.
- Selling your residence without the assistance of a relocation services vendor.
- Receiving a home marketing incentive payment.
- Staying in temporary quarters (i.e., lodging, meals, and incidental expenses).
- Closing on your new residence.
- Incurring miscellaneous expenses associated with your move.

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

### 11.1 Withholding Tax Allowance

When you submit taxable moving expenses, NBC will automatically calculate the WTA applicable to your reimbursement. Be aware the WTA is only an estimate of the Federal income taxes you will owe on the expenses for which you are

requesting reimbursement. Any other tax liabilities, such as Social Security taxes, and State and / or local income taxes are not accounted for in the WTA. You will receive the amount you claimed on your *Travel Voucher* (SF-1012), less deductions for non-reimbursable items and estimated amounts withheld for Social Security taxes, and State and / or local income taxes.

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

## 11.2 Relocation Income Tax Allowance

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

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

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

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



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

1. *Travel Voucher* (SF-1012).
  - You should sign and date the *Travel Voucher* (SF-1012), but leave the "**Amount Claimed**" field on the front page blank.
  - On the back page write the following: "*RITA claim covering calendar year 20XX.*"
2. *Relocation Income Tax Allowance Certification* (Attachment 11).
  - You should complete this form with your spouse if you are filing jointly.
3. Copies of all *Wage and Tax Statements* (Form *W-2*) you received during the calendar year.
  - If filing jointly, you must also include any *Wage and Tax Statements* (Form *W-2*) received by your spouse.
  - Copies of any Forms 1099 should not be provided.
4. Copies of all *Self Employment Tax* (Form 1040, Schedule SE) forms.
5. A copy of your *Travel Authorization* and amendment if the cost structure was changed during your PCS.

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## Permanent Change of Station Paperwork

- Attachment 1: Employee Agreement Form
- Attachment 2: Employee Relocation Allowance Data Sheet (Form 3-139)
- Attachment 3: Request for Contractor Provided Relocation Services
- Attachment 4: Advance of Funds Application and Account (SF-1038)
- Attachment 5: Travel Advance Repayment Agreement
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- Attachment 8: Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station
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- Attachment 11: Relocation Income Tax Allowance Certification
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- Attachment 13: Computation Form for Employee Estimate of Total Relocation Costs and Travel Advances

**EMPLOYEE AGREEMENT FORM**

I agree to accept the position of \_\_\_\_\_  
Title/Grade and Step  
in the Division or Office of \_\_\_\_\_  
Division/Office Name  
located in \_\_\_\_\_ with the U.S. Fish and Wildlife Service.  
City/Town and State

This transfer from my present position located at \_\_\_\_\_  
City/Town and State  
will be effective on or about \_\_\_\_\_  
Effective Date

In connection with this transfer, I hereby agree to remain in the Federal Government Service for 12 months following the effective date of transfer in consideration of payment by the Federal Government of relocation expenses as authorized in Title 5 of United States Code, Sections 5721-5733 and implementing regulations contained in the Federal Travel Regulations.

In the event that I fail to remain in the Federal Government Service for a period of 12 months following the effective date of my transfer, unless separated for reasons beyond my control and acceptable to the Service, I will repay the Service the total of any costs incurred and any excess amounts paid as a travel advance or withholding tax allowance as a result of this relocation.

Additionally, I am aware that a majority of my relocation entitlements are taxable and will be included in my gross income for the tax year in which reimbursement will be paid to me.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



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

NAME OF EMPLOYEE:  SSN:	EMPLOYEE'S PRESENT ADDRESS:  HOME PHONE NO.:
-------------------------------	--

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

NEW STATION NUMBER:	DATES OF TRAVEL: Beginning on or about:	Ending on or about:
ACCOUNT TO BE CHARGED:		

NAME	RELATIONSHIP	AGE	NAME	RELATIONSHIP	AGE

Allowances Authorized (Check all blanks that apply)

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

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

<input type="checkbox"/> Employee only, or one member of family:	20 cents per mile
<input type="checkbox"/> Employee and one member of family, or two members of family:	20 cents per mile
<input type="checkbox"/> Employee and two members of family, or three members of family:	20 cents per mile
<input type="checkbox"/> Employee and three or more members, or four or more members of family:	20 cents per mile
<input type="checkbox"/> Other rate _____ (explain in item 14)	

**NOTE: MINIMUM DRIVING DISTANCE IS 350 MILES PER DAY.**

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

4.  Per Diem for Employee:

<input type="checkbox"/> Overnight travel including lodging:	\$ _____ per day
<input type="checkbox"/> Travel of less than 24 hours not requiring lodging:	\$ _____ per day
<input type="checkbox"/> Maximum allowable outside continental United States.	

5.  Per Diem for Family Members:

<input type="checkbox"/> Spouse accompanying employee:	\$ _____ per day ( 3/4 of employee rate )
<input type="checkbox"/> Spouse not accompanying employee	\$ _____ per day ( full employee rate )
<input type="checkbox"/> Other dependents age 12 or over:	\$ _____ per day ( 3/4 of employee rate )
<input type="checkbox"/> Other dependents under age 12	\$ _____ per day (1/2 of employee rate )

6.	<input type="checkbox"/> Transportation and Temporary Storage of Household Goods up to 18,000 lbs. <input type="checkbox"/> Actual expenses (GBL provided by Budget and Finance) Estimated weight of HHG: _____ <input type="checkbox"/> Rental Vehicle Total storage days needed: _____																																
7.	Transportation of Mobile Home in lieu of Household Goods (employee must sign certification below): I certify that the mobile home is for use as a residence for myself and/or my family at destination: <div style="text-align: right; margin-top: 10px;">           _____            (Signature of Employee)         </div>																																
8.	House Hunting Trip: <input type="checkbox"/> Fixed Rate _____ Locality Rate _____ <i>NOTE: Fixed Rate must be specifically stated on Travel Authorization for the Employee or Spouse or Both</i> <input type="checkbox"/> Per Diem for Employee: \$ _____ per day (not to exceed 10 days) <input type="checkbox"/> Total number of days anticipated: _____ <input type="checkbox"/> Per Diem for spouse accompanying employee \$ _____ per day <input type="checkbox"/> Per Diem for un-accompanying trip for spouse: \$ _____ per day (not to exceed 10 days) <input type="checkbox"/> Total number of days anticipated: _____ <input type="checkbox"/> Rental vehicle: _____ <input type="checkbox"/> POV, round trip mileage, plus local travel, not to exceed 50 miles																																
9.	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Temporary Quarters:</td> <td style="width: 30%;">Standard CONUS _____</td> <td style="width: 30%;">Fixed Rate (Maximum 30 days) _____</td> <td style="width: 10%; text-align: right;">OCONUS _____</td> </tr> <tr> <td></td> <td>Standard CONUS / Actual Expenses, up to _____</td> <td>days not to exceed maximum daily rates as follows:</td> <td></td> </tr> <tr> <td></td> <td>\$ _____ employee plus \$ _____</td> <td>total for family members for first 30 days</td> <td></td> </tr> <tr> <td></td> <td>\$ _____ employee plus \$ _____</td> <td>total for family members for second 30 days</td> <td></td> </tr> <tr> <td></td> <td>Fixed Rate / Actual Expenses up to _____</td> <td>days not to exceed maximum daily rates as follows:</td> <td></td> </tr> <tr> <td></td> <td>Employee _____</td> <td>Number of Days x .75 of Locality Per Diem Rate: \$ _____</td> <td></td> </tr> <tr> <td></td> <td>Only _____</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Each Additional Family Member _____</td> <td>Number of Days x .25 of Locality Per Diem Rate \$ _____</td> <td></td> </tr> </table>	Temporary Quarters:	Standard CONUS _____	Fixed Rate (Maximum 30 days) _____	OCONUS _____		Standard CONUS / Actual Expenses, up to _____	days not to exceed maximum daily rates as follows:			\$ _____ employee plus \$ _____	total for family members for first 30 days			\$ _____ employee plus \$ _____	total for family members for second 30 days			Fixed Rate / Actual Expenses up to _____	days not to exceed maximum daily rates as follows:			Employee _____	Number of Days x .75 of Locality Per Diem Rate: \$ _____			Only _____				Each Additional Family Member _____	Number of Days x .25 of Locality Per Diem Rate \$ _____	
Temporary Quarters:	Standard CONUS _____	Fixed Rate (Maximum 30 days) _____	OCONUS _____																														
	Standard CONUS / Actual Expenses, up to _____	days not to exceed maximum daily rates as follows:																															
	\$ _____ employee plus \$ _____	total for family members for first 30 days																															
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	Fixed Rate / Actual Expenses up to _____	days not to exceed maximum daily rates as follows:																															
	Employee _____	Number of Days x .75 of Locality Per Diem Rate: \$ _____																															
	Only _____																																
	Each Additional Family Member _____	Number of Days x .25 of Locality Per Diem Rate \$ _____																															
10.	Miscellaneous Expenses: <input type="checkbox"/> \$500 - Employees without immediate family <input type="checkbox"/> \$1000 - Employees with immediate family																																
11.	Real Estate Expenses: <input type="checkbox"/> Selling Estimated Value of Home \$ _____ <input type="checkbox"/> Buying Estimated Value of Purchase \$ _____ <input type="checkbox"/> Relocation Services Contract: <input type="checkbox"/> Relocation Services Vendor _____																																
12.	Shipment of Personally Owned Vehicle (POV) within CONUS: _____ OCONUS _____ (Issued under separate GBL from household goods).																																
13.	Advance of Funds for Travel Expenses, Transportation and Temporary Storage of Household Goods or Mobile Home (unless by GBL), House hunting Trip and Temporary Quarters as authorized hereby, and as estimated and itemized on SF-1038, "Advance of Funds Application and Account."																																
14.	Other Allowances, Explanations, etc.																																
Requested by (Signature of Employee)	Date																																
Approved by (Signature of Program Official)	Date																																
Approved by (Signature of Authorizing Official)	Date																																

**Request for Contractor Provided Relocation Services**

NAME: \_\_\_\_\_

OLD DUTY STATION ADDRESS: \_\_\_\_\_

\_\_\_\_\_

OFFICE TELEPHONE NO: (OLD) ( \_\_\_\_\_ ) \_\_\_\_\_ (NEW) ( \_\_\_\_\_ ) \_\_\_\_\_

HOME TELEPHONE NO: ( \_\_\_\_\_ ) \_\_\_\_\_

ADDRESS OF HOME TO BE SOLD: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED VALUE OF HOME: \$ \_\_\_\_\_

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

DATE EMPLOYEE AGREEMENT SIGNED: \_\_\_\_\_

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

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

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

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

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

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

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

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

\_\_\_\_\_ Date

\_\_\_\_\_ Signature







**TRAVEL ADVANCE REPAYMENT AGREEMENT**

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

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

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

---

Employee Name

---

Employee Signature

---

Date







U.S. Fish and Wildlife Service  
 Department of the Interior  
 FFS Vendor Updating Document  
**INTERNAL E-MAIL - NBCDENVER,ACHForm**  
**EXTERNAL E-MAIL - [ACHFORM@NBC.GOV](mailto:ACHFORM@NBC.GOV)**

**ACH Form**

Date: \_\_\_\_\_ Attention: April Esparza (303) 969 - 5881  
 Shannon Schoen (303) 969 - 7780 x2277  
 To: U.S. Fish and Wildlife Service Heather Aguiler (303) 969 - 6371  
 National Business Center  
 Fax: (303) 969 - 7281

From: \_\_\_\_\_ **Vend Type:**  
 Fax: \_\_\_\_\_ (G) Federal Gov  
 Phone: \_\_\_\_\_ (S) State Gov  
 \_\_\_\_\_ (N) Private Sector  
 Vendor # : \_\_\_\_\_ (E) Employees / Interns  
**or** (If already entered in FFS) \_\_\_\_\_ (V) Volunteer / Invitational Travelers  
 Duns # : \_\_\_\_\_

**Vendors** 24 characters per line max including spacing

Vendor Name: \_\_\_\_\_

DBA: \_\_\_\_\_  
(This name should be exactly as it was issued on your TIN / EIN)

**TIN / EIN #:** \_\_\_\_\_ **or** **SSN #:** \_\_\_\_\_  
Required Required

Address Line 1: \_\_\_\_\_  
 Address Line 2: \_\_\_\_\_ **1099 Vendor:** Yes \_\_\_\_\_ No \_\_\_\_\_  
 Address Line 3: \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_  
 Address Line 4: \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_  
City State Zip

**Employee / Volunteer / Interns / Invitational Travelers** 24 characters per line max including spacing

Employee Name: \_\_\_\_\_  
(Name should be exactly as it appears on your Social Security Card)

**SSN #:** \_\_\_\_\_ **Home Org Code:** \_\_\_\_\_ (5 Digits)  
Required Required

Address Line 1: \_\_\_\_\_  
 Address Line 2: \_\_\_\_\_  
 Address Line 3: \_\_\_\_\_  
 Address Line 4: \_\_\_\_\_  
City State Zip

E-Mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**ACH Bank Information (Required)** Financial Institution Information Check if new: \_\_\_\_\_

Waiver Requested \_\_\_\_\_ (to follow via fax) Account Type: Checking \_\_\_\_\_ Savings \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_  
City State Zip

ACH Coordinator Name: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Bank Contact: \_\_\_\_\_  
 Nine Digit Routing Number: \_\_\_\_\_  
 Depositor Account Number: \_\_\_\_\_  
 Depositor Account Title: \_\_\_\_\_



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

**I. Employee information**

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

**II. Employee certification:**

**SALE:**

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

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_\_

**PURCHASE:**

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

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_\_

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

**THE FOLLOWING ARE NOT REIMBURSABLE:**

Processing fee	
Tax service fee	
Underwriting fee	
Commitment fee	

## EXPENSES INCURRED IN PURCHASE OR SALE OF A RESIDENCE

**"P" is for purchase and "S" is for sale**

P or S	REIMBURSABLE ITEMS:	Settlement statement line item	Amount incurred
S	Total sales commission - not to exceed 7% of the sale price $\frac{\text{Price}}{\text{X}} \times \text{X} \times \% =$		\$
P	Loan origination fee - not to exceed 1% of the amount of the loan		\$
P/S	Appraisal		\$
P	Credit report		\$
P	Lenders inspection fee		\$
P	Flood certificate		\$
P/S	Settlement / closing fee		\$
P	Document preparation fee for title work		\$
P/S	Abstract or title search		\$
P/S	Title exam		\$
P/S	Title insurance:      Purchase      = Lender's coverage Sale                = Owner's coverage Documentation of the specific lender's / owner's coverage premium is required, if not listed on the settlement statement.		\$
P/S	Survey		\$
P/S	Recording:            Purchase      = Deed + Mortgage Sale                = Releases		\$
P/S	City / county / state stamps		\$
P/S	Sales / transfer taxes		\$
P/S	Pest inspection		\$
P	Inspections: Purchase (only if required by the lender)		\$
P/S	Attorney's fees		\$
P/S	Other incidental expenses:		\$
<b>TOTAL EXPENSES CLAIMED</b>			\$

APPROVAL FORM FOR PBP&E

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

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

Employee's Estimated PBP&E Weight \_\_\_\_\_ pounds

Approving Official Signature \_\_\_\_\_

Date \_\_\_\_\_







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

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

Dates of TDY

Voucher No. #

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**INSTRUCTIONS**

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

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

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

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

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





- ◆ Please verify that your new job location is at least 50 miles farther from your former residence than your old job location was from your former residence?  
(    ) YES    or    (    ) NO

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

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

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

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

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

Outstanding Travel Advance

\$ applied to travel advance

PCS related income





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



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

Notice of Action Taken

<b>PCS Advance Balance</b>	
<b>Beg. Balance</b>	<b>\$4,292.03</b>
<b>Applied</b>	<b>\$151.12</b>
<b>Ending Balance</b>	<b>\$4,140.91</b>

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

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

Paid as Claimed

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

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



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

Notice of Action Taken

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

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

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

Disallowed: \$121.36

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

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

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

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



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

Notice of Action Taken

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

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

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

Disallowed: \$32.95

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

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

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

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









U.S. Department of the Interior  
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<http://www.fws.gov>

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