



# BULLETIN

FEDERAL MEDIATION AND CONCILIATION SERVICE

**SUBJECT:** Travel Regulations Handbook Changes  
(Directive 5709, Schedules A and C)

**To:** FMCS Professional Staff

**From:** Robert P. Gajdys  
Director of Administration

**No.:** 77-BUL-183

**Date:** October 4, 1977

Attached is a copy of Directives Transmittal Number 13 which contains revisions to the FMCS Travel Regulations. These revisions reflect changes in house-hunting mileage limitations, mileage rate, and high geographical area subsistence rates.

Copies of this transmittal have been distributed through regular channels for updating the Directives Manual. The attached copy is to be used to update your FMCS Travel Regulations Handbook (gray binder). Please make the changes as instructed on the Directives Transmittal Form.

Attachment

FEDERAL MEDIATION AND CONCILIATION SERVICE

DIRECTIVES TRANSMITTAL

NUMBER

13

DATE ISSUED

9-26-77

TYPE OF ISSUANCE:

NEW ISSUANCE

CHANGE IN PREVIOUSLY ISSUED DIRECTIVE

SUMMARY OF CHANGE(s):

Directive 5709 Paragraphs 5.d. and 5.f. (pages 9 & 10) changed to include mileage limitations for house-hunting.

Changes to Schedules A & C of Travel Regulations to reflect changes in mileage rate (17¢) and high geographical area subsistence rates.

REMOVE PAGES

INSERT PAGES

Volume 2

Chapter 5700

Directive 5709  
pages 1-20

Directive 5709  
pages 1-22

Schedule A

Schedule A

Schedule C

Schedule C

(Record action on Record of Changes in Directives (FMCS Form AM-9 in front of Volume 1.)

DIRECTIVE 5709. RELOCATION ALLOWANCES1. Introduction and Definition

This Directive provides information and guidance on FMCS policies and procedures specifically related to allowable expenses for an employee and his immediate family in connection with transfer of the employee's official station within the conterminous United States. For the purpose of this Directive, the term "immediate family" is defined as follows:

Any of the following named members of the employee's household at the time he reports for duty at his new permanent duty station; spouse, children (including step-children and adopted children) unmarried and under 21 years of age or physically or mentally incapable of supporting themselves regardless of age, or dependent parents of the employee and of the employee's spouse.

2. Authorization for Change of Official Station

- a. Designated Official. The Director of Administration is responsible for determining the availability of funds and the authorization and approval of the movement of household goods, transportation of family, and reimbursement of other official duty station change costs at the Government's expense. No employee of the Service may perform official travel or direct the movement of household goods, transportation of family, or incurrence of other costs in connection with a change of official station without such prior approval. Advance inquiry and preparation do not commit the expenditure of Government funds or permit travel or incurring expenses of any kind until these are officially covered by a properly signed travel authorization. NOR SHALL GOVERNMENT FUNDS BE COMMITTED AFTER THE EFFECTIVE DATE OF TRANSFER, OR AFTER THE EMPLOYEE REPORTED FOR DUTY AT THE NEW OFFICIAL STATION, UNLESS THE EMPLOYEE SELECTED FOR SUCH TRANSFER AGREES IN WRITING, PRIOR TO THE TRANSFER, TO REMAIN IN THE SERVICE FOR 12 MONTHS FOLLOWING THE EFFECTIVE DATE OF THE TRANSFER.
- b. Station Change Information, Forms AB-15 and 16 (Attachments 10 and 11). These forms must accompany Standard Form 52, Request for Personnel Action, when the latter is forwarded for prior approval. These forms will enable the determination of costs involved in the transfer, the determination of availability of funds, and the preparation of proper authorization. These forms

will be completed by the employee being considered for transfer and submitted through his supervisor to the Director of Administration. Reimbursement will not be considered unless the statement on Form AB-16 is signed by the employee.

- c. Authorization, Form AB-6 (Attachment 12). The employee will be notified of the approval for change of official station by receipt of an Authorization for Travel, Transportation and Other Expenses, Transfer of Official Duty Station (Form AB-6) from the Director of Administration. After this authorization is received, the employee may make commitments as necessary for the transportation costs of self, family, and household goods, and incur other expenses as authorized. A relocation travel advance may be made for certain of such costs as outlined in Directive 5710.
- d. Violation of Transfer Agreement. In the event that the employee violates the terms of the Official Station Transfer Agreement (Form AB-16), no expense will then be paid, and amounts paid prior to such violation shall be a debt due the United States to be collected from the employee.

### 3. Allowances for Subsistence and Transportation (FTR 2-2)

Except as specifically provided in this Directive, per diem in lieu of subsistence expenses, transportation costs, and other travel expenses of the employee and his immediate family will be authorized in accordance with the provisions of 5 U.S.C. 5701-5709 and Chapters 1 and 2 of the Federal Travel Regulations. However, the 10-hour limitation provision in 5707:3 with respect to travel of 24 hours or less will not be applied in computing the amount of per diem allowance.

- a. Per Diem Allowance. The rates shown in Items 1a through e of Schedule E will be authorized for travel involving overnight lodging while en route between employee's old and new official station.

When transportation is by privately owned automobile and more than one such privately owned automobile is authorized and used, the spouse will be considered to have been accompanied by the employee if travel is performed on the same days along the same route, and the rate in Item 1c of Schedule E will apply.

The lodgings-plus system of stating per diem claims for reimbursement, as outlined in 5707:1 does not apply when travel is authorized at these rates.

Per diem allowances will be paid on the basis of the actual time used to complete the trip. If the trip is by privately owned automobile, per diem allowances may not exceed an amount computed on the basis of an average of 300 miles travel per calendar day. Because of the industrial communities in which FMCS duty stations are located and the availability of modern highways, it will be expected that distances greater than 300 miles will be traveled each day. Exceptions due to adverse weather and other unusual situations may be approved, but only on the basis of a satisfactory explanation of the circumstances.

- b. Transportation. Travel may be by common carrier, privately owned automobile, or a combination of both.
- (1) Use of Common Carrier. When common carrier is used for transportation to the new official station, the policies and procedures outlined in Directives 5704 and 5705 apply.
  - (2) Use of Privately Owned Automobile. When an employee, with or without an immediate family, uses a privately owned automobile for permanent change of station travel, such use is deemed to be advantageous to the Government. The use of more than one privately owned automobile may be authorized only under the following special circumstances:
    - (a) If there are more members of the immediate family than reasonably can be transported with luggage in one vehicle.
    - (b) If, because of age or physical condition, special accommodations are necessary in transporting a member of the immediate family in one vehicle and a second automobile is required for travel of other members of the immediate family.
    - (c) If an employee must report to a new official station in advance of travel by members of the immediate family who delay travel for acceptable reasons, such as, completion of school term, sale of property, settlement of personal business affairs, disposal or shipment of household goods, and temporary unavailability of adequate housing at the new official station.

- (d) If a member of immediate family performs unaccompanied travel between authorized points other than those for the employee's travel.
  - (e) If, in advance of the employee's reporting date, immediate family members must travel to the new official station for acceptable reasons, such as, to enroll children in school at the beginning of the term.
- (3) Mileage Rates, FMCS Mediator Personnel. The mileage rates shown in Items 2a through e of Schedule A shall be authorized for travel of FMCS mediator personnel in privately owned automobiles incident to permanent change of station.

The higher rates for FMCS mediator personnel are based upon the need for an automobile at the new duty station for the performance of official duties.

- (4) Mileage Rates, Other FMCS Personnel. The mileage rates shown in Items 3a through d of Schedule A shall be authorized for travel of FMCS personnel (other than mediators) in privately owned automobiles incident to permanent change of station.
- (5) Mileage Rates--More than One Automobile. In those instances where the use of more than one privately owned automobile is authorized, the mileage rate allowances in Paragraphs (3) and (4) immediately above will apply for each automobile and the occupants thereof.

If the use of more than one privately owned automobile is not officially authorized, the mileage rate allowances in Paragraphs (3) and (4) immediately above, shall apply to only one automobile, but shall be computed as if all persons involved traveled in one automobile.

- c. Limitations on Reimbursement. Travel of the immediate family may begin at the employee's old official station or some other place selected by the employee, or partially at both. If the actual travel involves departure and/or destination points other than the old or new official station, the reimbursement for per diem allowance and for transportation expenses, including mileage allowance, shall not exceed the amounts to which members of the immediate family would have been entitled if they had traveled by usually traveled route between the old and new official stations.

#### 4. Allowance for Miscellaneous Expense (FTR 2-3)

The miscellaneous expense allowance is for the purpose of defraying various contingent costs associated with discontinuing residence at the old location and establishing residence at the new location.

- a. Allowable Types of Costs. The allowance is related to expenses that are common to living quarters, furnishings, household appliances, and to other general types of costs inherent in relocation of a place of residence. The types of costs intended to be reimbursed under this allowance include but are not limited to the following:
- (1) Fees for disconnecting and connecting appliances, equipment, and utilities involved in relocation and costs of converting appliances for operation on available utilities.
  - (2) Fees for unblocking and blocking and related expenses in connection with relocating a mobile home; but not the transportation expense, for which a separate allowance is provided in Paragraph 8 of this Directive.
  - (3) Fees for cutting and fitting rugs, draperies, and curtains moved from one residence quarters to another.
  - (4) Utility fees or deposits that are not offset by eventual refunds.
  - (5) Forfeiture losses on medical, dental, and food locker contracts that are not transferable.
  - (6) Costs of automobile registration, driver's license, and use taxes imposed when bringing automobiles into certain jurisdictions.
- b. Types of Costs Not Covered. This allowance will not be used to reimburse the employee for costs or expenses that he incurred which exceed maximums provided by statute or in these regulations; costs reimbursed under other provisions of law or regulations; costs or expenses incurred for reasons of personal taste or preference and not required because of the move; losses covered by insurance; fines or other penalties imposed upon the employee or members of his immediate family; judgments, court costs and similar expenses growing out of civil actions; or any other expenses brought about by circumstances, factors, or actions in which the

move to a new duty station was not the proximate cause. Examples of these types of costs, which are not reimbursable from this allowance, are as follows:

- (1) Losses in selling or buying real and personal property and cost items related to such transactions.
- (2) Costs which are reimbursed under other provisions of these regulations or under any other regulations or under provisions of any statute.
- (3) Cost of additional insurance on household goods while in transit to new official station or cost of loss or damage to such property.
- (4) Additional costs of moving household goods caused by exceeding the maximum weight limitation for which the employee has eligibility as provided by law or in these regulations.
- (5) Costs of newly acquired items, such as, the purchase or installation cost of new rugs or draperies.
- (6) Higher income, real estate, sales, or other taxes as the result of establishing residence in the new locality.
- (7) Fines imposed for traffic infractions while en route to the new official station locality.
- (8) Accident insurance premiums or liability costs incurred in connection with travel to the new official station locality or any other liability imposed upon the employee for uninsured damages caused by accidents for which he or a member of his immediate family is held responsible.
- (9) Losses as the result of the sale or disposal of items of personal property not considered convenient or practicable to move.
- (10) Damage or loss of clothing, luggage, or other personal effects while traveling to the new official station locality.

- (11) Subsistence, transportation, or mileage expenses in excess of the amounts reimbursed as per diem or other allowances under these regulations.
  - (12) Medical expenses due to illness or injuries of the employee or members of immediate family while en route to the new official station or while living in temporary quarters at Government expense.
  - (13) Costs incurred in connection with structural alterations; remodeling or modernizing of living quarters, garages, or other buildings to accommodate privately owned automobiles, appliances, or equipment; or the cost of replacing or repairing worn-out or defective appliances or equipment shipped to the new location.
- c. Eligibility and Amount. A miscellaneous expense allowance shall be payable to an employee (for whom a permanent change of station is authorized or approved) who has discontinued and established a residence in connection with such change, regardless of where the old or new official stations are located, subject to the following conditions:
- (1) Allowances in the following amounts may be paid without being supported by receipts or itemized statements indicating the nature of costs or expenses being reimbursed:
    - (a) \$100 or the equivalent of one week's basic pay, whichever is the lesser amount, for an employee without immediate family.
    - (b) \$200 or the equivalent of two weeks' basic pay, whichever is the lesser amount, for an employee with immediate family.
  - (2) An allowance amount in excess of those specified above may be authorized or approved, if supported by acceptable statements of fact and either paid bills or other acceptable evidence justifying the amounts claimed (provided that the aggregate amount does not exceed the employee's basic pay at the time the employee reported for duty at the new official station) for one week if the employee is without an immediate family or for two weeks if the employee has an immediate family. In no instance will the amount exceed the maximum rate of Grade GS-13 at the time the employee reported for duty

at the new official station. When an allowance is claimed under this paragraph, the entire amount (including the amount otherwise payable under Paragraph c(1), immediately above) must be supported as indicated above.

5. Travel to Seek Residence Quarters (FTR 2-4)

- a. Policy. Payment of travel and transportation expenses of the employee and spouse traveling together, or either one of them, for one round trip for the purpose of seeking residence quarters may be authorized when circumstances warrant. The Director of Administration will make the decision as to whether such a trip should be authorized. The general policy of FMCS is to authorize a trip for this purpose only when the circumstances indicate that it is actually needed. This policy will be administered so as to minimize or avoid altogether the expense involved whenever other satisfactory and more economical arrangements can be made. Examples of the application of this policy are:
- (1) If the employee must promptly vacate the residence at his old duty station, it may be less costly to the Government and more convenient to the employee to complete arrangements for new residence quarters before the move actually takes place. A trip for the purpose of finding and arranging new residence quarters may be justified in such circumstances.
  - (2) In other situations, it may be less costly to allow the employee and his family to remain in temporary quarters at the new official station for a longer period than might otherwise be required, until permanent quarters are found. If temporary quarters are to be authorized, a trip for seeking permanent residence may be avoided.
  - (3) Similarly, it may be less costly to the Government and more satisfactory to the employee for the employee's immediate family to remain at the residence in the old official station locality after the employee has reported at his new official station and has had time to select permanent quarters after he has had an opportunity to become more familiar with neighborhoods, local transportation facilities, schools, and the housing market.

- (4) In some instances the employee may be on temporary duty at the new station for a period before the actual transfer becomes effective. Under these circumstances a special trip by the employee should not be necessary. It may also be possible for the Service to avoid or shorten the duration of a trip by having the receiving region provide assistance and information to the employee concerning local housing conditions and markets.
- b. Limitations. In addition to the general guidelines exemplified above, which will be observed in order to eliminate wasteful or unnecessary trips, reimbursement for travel and transportation expenses for trips to seek permanent quarters will not be authorized under the following circumstances:
- (1) When the employee has not yet formally agreed to transfer to the new station by signing the required statement on Form AB-16.
  - (2) When the map distance between the old and new stations is less than 75 miles via a usually traveled surface route.
- c. Duration of Trip. The round trip will be allowed for a reasonable period of time considering distance between the old and new official stations, mode of transportation to be used, and housing situation at the new official station location. In no case will the period of the advance round trip at Government expense be allowed in excess of six calendar days, including travel time. In authorizing or allowing a mode of transportation, consideration will be given to providing minimum time en route and maximum time at the new official station locality.
- d. Mileage Allowance. If the use of a privately owned automobile is permitted, such use is deemed to be advantageous to the Government, and the mileage allowance while en route between the old and new official station locations will be as shown in Items 4a and b of Schedule A. See Paragraph 5.f. for mileage allowance within the locality of the new official duty station.
- e. Per Diem Allowance. When travel to seek residence quarters involves overnight lodging, the rates of per diem shown in Items 2a through c of Schedule E will be authorized for the entire period of the round trip.

The "lodgings plus" method of stating per diem claims for reimbursement, outlined in 5707:1, does not apply when travel is authorized at these rates.

- f. Local Transportation. Reimbursement will be made for reasonable expenses of local transportation in the locality of the new official station. Expenses for the use of taxis shall be limited to transportation between depots, airports, etc., and place of lodging.

Mileage may not exceed 600 miles while seeking a new residence within the locality of the new official duty station. Mileage in excess of the 600 mile limit shall be considered as an interruption of travel for personal convenience, and disallowed accordingly. Speedometer readings shall be listed daily, showing deductions of mileage used for personal travel. Mileage claimed shall be reviewed by the regional office responsible for the administrative examination of expenses incurred within its jurisdiction. Rates authorized are shown in Items 4a and b of Schedule A.

- g. Requirements for Reimbursement. The following requirements must be met before the expenses of round trip travel to seek residence quarters may be reimbursed:

- (1) A trip for finding residence quarters will not be permitted at Government expense until after an employee has agreed to the transfer and the date of the transfer has been established, and shall not be authorized under circumstances where a purpose of the trip is to permit the employee to decide whether he will accept the transfer. If an employee accepts a transfer and, after making a trip to the new station for the purpose of finding permanent quarters or after the spouse has made such a trip, declines the transfer, he will not be reimbursed; and he will be required to refund any funds paid by the Government for the trip.
- (2) A trip for finding residence quarters shall not be made at Government expense unless a permanent, change-of-station travel order has been issued which includes authorization for the round trip, mode of transportation, and a period of time allowed for the trip, specifies the date for reporting at the new official station, and indicates that the employee has signed the required agreement. An employee will be in duty status during the authorized round trip period of absence.

6. Subsistence While Occupying Temporary Quarters (FTR 2-5)

- a. Policy. The Director of Administration will determine the necessity and length of time for allowing subsistence expenses while an employee and members of his immediate family are using temporary quarters in connection with the employee's transfer to a new official station. As a general policy, allowances for temporary quarters will be reduced or avoided if a round trip to seek permanent residence quarters has been made or if, as a result of extended temporary duty at the new official station or other circumstances, the employee has had adequate opportunity to complete arrangements for permanent quarters.
- b. Conditions and Limitations for Eligibility. The following conditions and limitations apply to the allowance for subsistence expenses:
- (1) Subsistence expenses of the employee (for whom a permanent change of station is authorized or approved) and of each member of his immediate family for a period of not more than 30 consecutive days while necessarily occupying temporary quarters may be allowed, provided the written agreement on Form AB-16 is signed in connection with such transfer.
  - (2) The term "temporary quarters" refers to lodging obtained temporarily, after a transfer has been authorized or approved, and after the employee and/or members of his immediate family vacate the residence quarters in which they were residing at the time of the transfer.
  - (3) The specified time limit is a maximum period; the normal length of necessary occupancy of temporary quarters is expected to average much less. Temporary quarters should be regarded as an expedient to be used only, if or for as long as necessary, until the employee can move into residence quarters of a permanent type.
  - (4) The use of temporary quarters, for subsistence expense purposes, may begin as soon as the employee's transfer has been authorized and the written agreement has been signed. In order to be eligible for the temporary quarters allowance, the period of use of such quarters for which a claim for reimbursement is made must begin not later than 30 days from

the date the employee reported for duty at his new official station; or if not begun during this period, not later than 30 days from the date the family vacates the residence at the old official station, but not beyond the maximum time for beginning allowable travel and transportation.

- (5) In computing the length of time allowed for temporary quarters at Government expense under the 30-day limitation, such time will begin to run for the employee and all members of the immediate family when either the employee or any member of the immediate family starts to occupy such quarters for which a claim for reimbursement is made and the time shall run concurrently. The employee may elect to claim reimbursement starting at any time within the limits outlined in (4), immediately above, even though he or members of his family may have occupied temporary quarters prior to the date selected.
- (6) The period of eligibility will terminate when the employee or any member of his immediate family occupies permanent residence quarters or when the allowable time limit expires, whichever occurs first. If moving costs of household goods are allowed to a permanent residence at the new official station, the arrival of the household goods at such residence will be considered as terminating the right to temporary quarters allowance.
- (7) To be eligible for the allowance, the employee and members of his family need not occupy quarters at the same location.
- (8) To be eligible for temporary quarters expense, the employee's new official station must be at least 40 miles farther from the employee's old residence than the old residence is from the employee's old official duty station. However, the employee and immediate family will be eligible for the expenses of temporary quarters occupied for the period during which the employee is awaiting the arrival of his household goods shipped from the old residence. All measurements in connection with the 40-mile restriction will be made according to map distance along a usually traveled route.
- (9) In no case shall subsistence expenses under these provisions be allowed which duplicate in whole or in part payments received under other laws or regulations covering similar costs.

c. Allowable Amount. The amount allowable for subsistence expense while occupying temporary quarters is subject to the following restrictions:

- (1) Reimbursement shall be only for actual subsistence expenses incurred provided these are directly related to occupancy of temporary quarters and are reasonable as to amount. Allowable subsistence expenses include only charges for meals, lodging, fees and tips incident to meals and lodging, groceries consumed during occupancy of quarters, laundry, and cleaning and pressing of clothing.
- (2) The actual expenses shall be itemized to show separately lodging, meals, laundry and cleaning, and all other subsistence expenses. The expenses claimed must be supported by receipts for lodging, laundry and cleaning (except when coin-operated facilities are used). Expenses of local transportation incurred for any purpose during occupancy of temporary quarters will not be reimbursed.
- (3) The amount which may be reimbursed for subsistence expenses, computed separately for each ten-day period, shall be the lesser of either the actual amount of allowable expense incurred or the per diem allowances shown in Schedule F.

7. Allowances for Expenses Incurred in Connection with Residence Transactions (FTR 2-6)

a. Policy. To the extent allowable under these regulations, FMCS will reimburse an employee for expenses required to be paid by him in connection with the sale of one residence at his old official station, for purchase (including construction) of one dwelling at his new official station, or for the settlement of an unexpired lease involving his residence or a lot on which a mobile home used as his residence was located at the old official station, provided that:

- (1) A permanent change of station is authorized or approved, and the employee has signed the required Official Station Transfer Agreement, Form AB-16.
- (2) The title to the residence or dwelling at the old or new official station, or the interest in a cooperatively owned dwelling or in an unexpired lease, is in the name of the employee alone, or in the joint names of the employee and

one or more members of his immediate family, or solely in the name of one or more members of his immediate family. In order to be eligible for reimbursement of costs of selling a dwelling or terminating a lease at the old official station, the employee's interest in the property must have been acquired prior to the date when the employee was first definitely informed by competent authority that he is to be transferred to the new official station.

- (3) The dwelling for which reimbursement of selling expenses is claimed was the employee's residence at the time he was first definitely informed by competent authority that he is to be transferred to the new official station.
  - (4) The settlement dates for the sale and purchase or lease termination transaction for which reimbursement is requested are not later than one year after the date on which the employee reported for duty at the new official station. Upon the employee's written request, this time limit may be extended by the Director of Administration for an additional period of time, not to exceed one year, so long as it is determined that the particular residence transaction is reasonably related to the transfer of official station.
  - (5) The expenses for which reimbursement is claimed were paid by the employee. If any expenses were shared by persons other than the employee, reimbursement is limited to the portion actually paid by the employee. If the residence is a duplex or another type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (such as a shared apartment arrangement), expenses will be reimbursed on a pro rata basis. The employee will be limited to pro rata reimbursement when he sells or purchases land in excess of that which reasonably relates to the residence site.
- b. Reimbursable Expenses. The following expenses are reimbursable with respect to the sale and purchase of residences if they are customarily paid by the seller of a residence at the old official station or if they are customarily paid by the purchaser at the new official station, but only to the extent they do not exceed amounts customarily paid in the locality of the residence:

- (1) Broker's fee or real estate commission in sales transactions.
  - (2) Cost of advertising sale, if not included in fee or commission.
  - (3) Legal and related costs--searching title; preparing abstract; legal fees for title opinion; cost of title insurance policy; cost of preparing conveyance, other instruments and contracts; related notary and recording fees; costs of making surveys; preparing drawings or plats when required for legal or financing purposes; and similiar costs.
  - (4) Miscellaneous costs--such as, FHA, or VA loan application fees; costs of preparing credit reports; mortgage and transfer taxes; state revenue stamps; and other incidental fees and charges.
  - (5) Prepayment charge in connection with sale, to the extent the terms in the mortgage or security instrument provide for such cost, or if not specifically provided for but such penalty is customarily charged by the lender, in which case reimbursement may not exceed three months' prevailing interest on the loan balance.
  - (6) Proposed Construction. The same incidental expenses that are reimbursable for existing construction are reimbursable when construction of a new house is involved. However, there can be no reimbursement for construction expenses.
  - (7) Miscellaneous incidental charges.
- c. Non-reimbursable Expenses. The following expenses are not reimbursable with respect to the sale and purchase of residences:
- (1) Broker's fee or real estate commission in purchase transactions.
  - (2) Costs of litigation.
  - (3) Costs of insurance (other than mortgage title policy), such as, owner's title policy, "record title" policy, mortgage insurance, and insurance against damage or loss of property.
  - (4) Interest on loans, points, and mortgage discounts.
  - (5) Any fee, cost, charge, or expense which is determined to be a part of the finance charge under the Truth in Lending Act, such as, an origination fee.

- (6) Property taxes and operating or maintenance costs.
  - (7) Losses due to failure to sell a residence at the old official station at the price asked, or at its current appraised value, or at its original cost, or due to failure to buy a dwelling at the new official station at a price comparable to the selling price of the residence at the old official station, and any similar losses.
- d. Overall Limitations. The aggregate amount of expenses, which may be reimbursed in connection with the sale of the residence at the old station, shall not exceed ten percent of the actual sale price or \$8,000, whichever is the smaller amount. For the purchase of the home at the new official station, the aggregate amount of expenses which may be reimbursed shall not exceed five percent of the purchase price or \$4,000, whichever is the smaller amount.
- e. Settlement of an Unexpired Lease. Expenses incurred for settling an unexpired lease (including month-to-month rental) on residence quarters occupied by the employee at the old official station may include broker's fees for obtaining a sublease or charges for advertising an unexpired lease. Such expenses are reimbursable when:
- (1) Applicable laws or the terms of the lease provide for payment of settlement expenses.
  - (2) Such expense cannot be avoided by sublease or other arrangement.
  - (3) The employee has not contributed to the expense by failing to give appropriate lease termination notice promptly after he has definite knowledge of the proposed transfer.
  - (4) The broker's fee or advertising charges are not in excess of those customarily charged for comparable services in that locality.

These expenses must be itemized on the claim for reimbursement, and each item must be supported by documentation showing that the expense was in fact incurred and paid by the employee.

- f. Reimbursement and Documentation of Expenses. In order to be reimbursed, the employee must submit an application on Form AB-54, Request for Reimbursement--Residence Transaction Expenses, (Attachment 13) together with an SF-1012, Travel Voucher, (Attachment 8)

to which the totals on Form AB-54 are to be transferred. The Form AB-54 must describe each of the items of expense incurred.

The Form AB-54 and the related SF 1012 should be prepared in triplicate. Both sides of the Form AB-54 must be completed, and the two employee certifications on the front of Form AB-54 must be signed by the employee.

One complete set of documents required to support the claim must be attached to the original AB-54. These documents include the sales agreement between buyer and seller, settlement or loan closing statement, invoices and statements to support other items claimed for reimbursement, etc. These should be reproduced copies, as they will not be returned.

If the request for reimbursement relates only to expenses connected with the sale of the employee's former residence, the original and first copy of the AB-54 and related SF 1012 should be sent to the Regional Director at the employee's former official station for execution of the approval in Item IV.A by him, or his designee, who will return the package to you.

If the request for reimbursement relates only to expenses connected with the purchase of a residence at the new official station, the approval in Item IV.B must be executed by the Regional Director, or his designee, at the new station.

If the request for reimbursement covers expenses connected with both the sale and purchase of a residence, the documents are to be sent first to the Regional Director at the former official station for approval (Item IV.A) and then to the Regional Director at the new official station for approval (Item IV.B).

When the necessary approvals of Regional Directors have been secured, the original and first copy of the AB-54 and the SF 1012 (properly certified) should be sent to the Director of Administration, National Office, for review and approval. All reimbursements in connection with change of official station will be scheduled for payment by the National Office.

Reimbursement may be in two parts:

- (1) An initial payment for eligible expenses incurred in the sale of the former residence or the cost incident to settling an unexpired lease.

- (2) A subsequent payment for expenses incurred in the purchase of a new dwelling.
- g. Review of Charges for Reasonableness. Applications will be reviewed by the Office of Administration, and if items of cost appear to have been inflated or are higher than normally imposed for similar services in the locality, any portions of such costs determined to be excessive shall be disallowed. When information is needed for guidance purposes concerning local practices and rates, the local insuring office of the Department of Housing and Urban Development serving the area in which the residence is located will be requested to furnish a Schedule of Closing Costs containing such information.
8. Transportation of Mobile Homes (FTR 2-7)
- a. Policy. An employee who is entitled to transportation of his household goods shall, in lieu of such transportation, be entitled to an allowance for the transportation of a mobile home for use as a residence. In order to be eligible for the allowance, the employee shall certify that the mobile home is for use as a residence for the employee and/or his immediate family at the new official station. If an employee moves his mobile home but is not eligible to receive an allowance therefor, he may nevertheless be eligible to receive an allowance based on the transportation of his household goods. (See Paragraph 9 below.)
- b. Relationship to Other Allowances. Allowances for transporting mobile homes (including mileage when towed by employee) are in addition to payment of per diem, mileage, and transportation expenses for employees and their immediate families. However, the fact that a mobile home may be used as a residence at the destination point will necessarily be considered in determining allowances to be paid under Paragraphs 5, 6, and 7 above.
- c. Computation of Distances. The allowable distances between points of origin and destination shall be those shown in the standard highway mileage guides or shown by speedometer readings. Any substantial deviation from distances shown in the standard highway mileage guides shall be explained.
- d. Computation of Allowances. Allowances for transportation of mobile homes will be computed as follows:

- (1) Transportation by Common Carrier. The allowance shall include the carrier's charges for actual transportation of the mobile home in an amount not exceeding the applicable tariff as approved by the Interstate Commerce Commission (or appropriate state regulatory body for intrastate movements) for transportation of a mobile home of the size and type involved for the distance involved, provided that any substantial deviation from mileage shown in the standard highway mileage guides shall be explained. The allowance shall also include ferry fares and bridge, road, and tunnel tolls; taxes; charges or fees fixed by a state or other government authority for permits to transport mobile homes in or through its jurisdiction; and carrier's service charges for obtaining necessary permits.

Allowances shall not include costs of preparing mobile homes for movement, maintenance, repairs, storage, insurance for valuation of homes above carriers' maximum liabilities nor charges designated in the tariffs as "Special Service." The allowance for miscellaneous expenses (see Paragraph 4 above) covers some, but not all of these costs.

- (2) Transportation by Private Means. When a mobile home is transported by means other than a commercial carrier, such as when it is towed by personal automobile, an allowance in the amount shown in Item 5a of Schedule A shall be made as reimbursement for all transportation costs, including ferry fares, bridge, road and tunnel tolls and other charges. No other allowance shall be made, but payment of the mileage allowance for use of a privately owned vehicle authorized in Item 2 or 3 of Schedule A may be made in addition to the allowance for towing.
- (3) Mixed Methods of Transportation. When a mobile home is transported partly by commercial carrier and partly by private means, the allowances described in Paragraphs (1) and (2), immediately above, apply to the respective portions of the transportation.
- e. Limitation on Allowances. The total amount allowable shall not exceed the maximum amount which would be allowable for transportation and 60 days temporary storage of an employee's household goods if, instead of moving a mobile home, the maximum quantity of household goods allowable for the employee under Paragraph 9b below, had been moved.

9. Transportation and Temporary Storage of Household Goods (FTR 2-8)

- a. Eligibility and Definitions. An employee for whom a permanent change of station has been authorized and who has signed the required Official Station Transfer Agreement (Form AB-16) is eligible for an allowance for transportation of his household goods from his old to his new official station and temporary storage of such household goods, in accordance with the provisions and limitations contained in these regulations. Household goods are defined as follows:

"Personal property which may be transported legally in interstate commerce and which belongs to an employee and his immediate family at the time shipment or storage begins. The term includes household furnishings, equipment and appliances, furniture, clothing, books, and similar property. It does not include property which is for resale or disposal rather than for use by the employee or members of his immediate family; nor does it include such items as automobiles, station wagons, motorcycles, and similar motor vehicles, airplanes, mobile homes, camper trailers, boats, birds, pets, livestock, cordwood, building materials, property belonging to any person other than the employee or his immediate family, or any property intended for use in conducting a business or other commercial enterprise."

Temporary storage is defined as follows:

"Storage of household goods for a limited period of time at origin, destination, or en route in connection with transportation to, from, or between official stations or posts of duty or authorized alternate points."

- b. Maximum Weight Allowance. The weight of household goods which may be transported or stored at Government expense shall not exceed 11,000 pounds net weight for employees with immediate families and 7,500 pounds net weight for employees without immediate families. However, if in an individual case an employee without immediate family possesses household goods exceeding the 7,500 pound limit, the limit may be extended up to 11,000 pounds net weight provided that:

- (1) The employee acquired all or a substantial portion of the property because he had been the head of or a member of a larger household (as when the employee's spouse had died).

- (2) It is determined by the Director of Administration that hardship would result from application of the 7,500 pound limit.
- c. Determining the Net Weight. When the household goods are shipped uncrated, as in a household mover's van or similar conveyance, the actual weight, including containers and packing materials, as shown on the bill of lading or weight certificate shall be considered the net weight.

When property is transported crated, the net weight shall be computed as being 60 percent of the gross weight. However, if the net weight computed in this manner exceeds the applicable weight limitation and if it is determined that, for reasons beyond the employee's control, unusually heavy crating and packing materials were necessarily used, the net weight may be computed at less than 60 percent of the gross weight.

When household goods are shipped in special containers which are designed for repeated use, such as lift vans, Conex transporters, and household goods shipping boxes, the net weight of the household goods shall be computed as 85 percent of the gross weight less the tare weight of the container. If, however, the known tare weight includes interior bracing and padding materials, the net weight shall not be subject to the above reduction.

If for any reason, the gross weight cannot reasonably be ascertained, the net weight of the household goods shall be determined from the cubic measurement, as certified by the carrier, on the basis of seven pounds per cubic foot of properly loaded van space.

- d. Origin and Destination. Allowances for transporting household goods may be paid whether the shipment originates at the employee's last official station or place of actual residence or at some other point, or if part of the shipment originates at the last official station and the remainder is shipped to one or more other points, if acceptable to the Service. However, the total amount which may be paid or reimbursed by the Government shall not exceed the cost of transporting the property in one lot by the most economical route from the last official station of the transferring employee to the new official station. No expenses shall be allowable for transportation of property acquired en route. For purposes of computing allowances for transportation of household goods the term "official station" means the residence or other quarters from which the employee commutes to and from work.

- e. Limitation on Temporary Storage. Temporary storage of an employee's household goods may be authorized for a period of not to exceed 60 days.
- f. Authorization Requirements. Transferred employees must wait until their Travel Authorization is received before making any commitments for shipment or storage of household goods.
- g. Basis for Reimbursement of Transportation Costs. In practically all cases, expense of shipment of household goods will be reimbursed to the employee under the commuted rate system. Under this system, the employee makes his own arrangements for transporting his household goods. He selects and pays the carrier or transports his goods by noncommercial means and is reimbursed by the Government, in accordance with schedules of commuted rates which are contained in the General Services Administration's Bulletin FPMR A-2 and supplements thereto. The commuted rates in these schedules include costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation, and other accessorial charges. Rates for temporary storage are stated separately.

Copies of GSA Bulletin FPMR A-2 and the supplements pertinent to the move under consideration will be furnished to the employee at the earliest possible opportunity after it is known that a transfer of official station is contemplated.

- h. Documentation Required. Claims for reimbursement under the commuted rate system shall be supported by a receipted copy of the bill of lading (a reproduced copy may be accepted) including any attached weight certificate copies, if such a bill was issued. If no bill of lading was involved, other evidence showing points of origin and destination and the weight of the goods must be submitted. Employees who transport their own household goods are cautioned to establish the weight of such goods by obtaining proper weight certificates showing gross weight (weight of vehicle and goods) and tare weight (weight of vehicle alone), because compliance with the requirements for payment at commuted rates on the basis of constructive weight usually is not possible.
- i. Basis for Reimbursement of Storage Costs. The commuted rates for storage shown in GSA Bulletin FPMR A-2 are maximum amounts. If the actual costs for storage, including in and out charges and necessary drayage, are less than the amount computed at the commuted rates, reimbursement is restricted to such actual costs. A receipted copy of the warehouse or other bill for storage costs is required to support reimbursement.

Mileage Rates for Use of Privately Owned Automobile

	<u>Cents Per Mile</u>
1. <u>For Official Travel:</u>	
a. If advantageous to the Government	17
b. If GSA car is advantageous to the Government	11
2. <u>For Change of Station Travel, FMCS Mediator Personnel:*</u>	
a. One member of the immediate family traveling	8
b. Two members of the immediate family	10
c. The mediator, or the mediator and one member of the immediate family	11
d. The mediator and two members of the immediate family, or three members	12
e. The mediator and three or more members of the immediate family, or four or more members	15
3. <u>For Change of Station Travel, Other FMCS Personnel:</u>	
a. Employee only, or one member of the immediate family traveling	8
b. Employee and one member of the immediate family, or two members	10
c. Employee and two members of the immediate family, or three members	12
d. Employee and three or more members of the immediate family, or four or more members	15
4. <u>For Travel to Seek Residence Quarters:</u>	
a. Employee or spouse traveling	8
b. Employee and spouse	10
5. <u>For Transportation of Mobile Home by Privately Owned Automobile Incident to Transfer of Official Station:</u>	
a. For towing mobile home	11
b. Additional allowance for transportation of employee and immediate family	See items 2 and 3 above.

\*The higher rates for FMCS mediator personnel are based upon the need for an automobile at the new duty station for the performance of official duties.

Cross References: 5704:2; 5704:3; 5709:8; 5709:17

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High Rate Geographical Areas

For temporary duty travel to or within the cities designated as high rate geographical areas below, a traveler automatically shall be placed in an actual subsistence expense status and shall be reimbursed for the actual and necessary subsistence expenses incurred not to exceed the maximum rate prescribed for the particular geographical area involved. In certain circumstances, per diem should be appropriately authorized for high rate geographical areas. Also, see Directive 5708:2.

	<u>Prescribed Maximum Daily Rate*</u>
<u>Designated High Rate Geographical Areas</u>	
1. Albany, NY (all locations within the corporate limits thereof)	\$39
2. Baltimore, MD (all locations within the corporate limits thereof)	41
3. Boston, MA (all locations within the corporate limits of Boston and Cambridge, MA)	49
4. Bridgeport, CT (all locations within the corporate limits thereof)	40
5. Charleston, WV (all locations within the corporate limits thereof)	39
6. Chicago, IL (all locations within the corporate limits thereof)	45
7. Dallas, TX (all locations within the corporate limits thereof)	39
8. Detroit, MI (all locations within the corporate limits thereof)	42
9. Hartford, CT (all locations within the corporate limits thereof)	39
10. Houston, TX (all locations within the corporate limits thereof)	41
11. Las Vegas, NV (all locations within the corporate limits thereof)	48
12. Los Angeles, CA (all locations within the county of Los Angeles)	40
13. Miami, FL (all locations within the corporate limits thereof)	43
14. Milwaukee, WI (all locations within the corporate limits thereof)	39

Prescribed  
Maximum  
Daily  
Rate\*

Designated High Rate Geographical Areas

15. Minneapolis, MN (all locations within the corporate limits of Minneapolis-St. Paul, MN)	41
16. New Orleans, LA (all locations within the county of Orleans, LA)	44
17. Newark, NJ (all locations within the corporate limits thereof)	45
18. New York, NY (all locations within the boroughs of the Bronx, Brooklyn, Manhattan, Queens and Staten Island)	50
19. Philadelphia, PA (all locations within the city of Philadelphia)	46
20. Providence, RI (all locations within the corporate limits thereof)	49
21. San Francisco, CA (all locations within the corporate limits of San Francisco and Oakland, CA)	45
22. Washington, DC (all locations within the corporate limits of Washington, DC, the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland)	50

\*When lodging cost is not incurred by a traveler in a high rate geographical area, reimbursement for meals and miscellaneous expenses shall not exceed 45 percent of the allowable rate for the designated high rate geographical area.

Cross references: 5706:2; 5708:1; 5708:3