
 HOUSING AND URBAN DEVELOPMENT

TRAVEL REGULATIONS

TABLE OF CONTENTS

Chapter 2. Relocation Allowances

Part 1. Applicability and General Rules

| | Paragraph | Page |
|--|--------------|-------|
| Authority | 2-1.1 | 2-1-1 |
| Authorizing official | 2-1.1a | |
| Authorization procedures | 2-1.1b | |
| Responsibilities | 2-1.1b(1) | |
| Personnel actions | 2-1.1b(2) | |
| Standard Form 52 | 2-1.1b(2)(a) | |
| Standard Form 50 | 2-1.1b(2)(b) | |
| Processing relocation orders | 2-1.1b(3) | 2-1-3 |
| Subsistence allowance under | | |
| relocation travel | 2-1.1c | |
| Taxation of relocation allowances | 2-1.1d | |
| General provisions | 2-1.3 | |
| Reasonable advance notice of | | |
| reassignment or transfer | 2-1.3b | |
| Travel authorization | 2-1.3c | 2-1-4 |
| Applicable provisions for | | |
| reimbursement purposes | 2-1.3d | |
| Eligibility and conditions | 2-1.5 | |
| General requirements | 2-1.5a | |
| Service agreements | 2-1.5a(1) | |
| Transfers within the conterminous | | |
| United States and appointments | | |
| and assignments of new appointees | | |
| and student trainees to certain | | |
| positions within the 50 states | | |
| and the District of Columbia | 2-1.5a(1)(a) | |
| Employee liability for each agreement | 2-1.5a(1)(c) | 2-1-5 |
| New appointees | 2-1.5e | |
| Agency responsibility | 2-1.5e(2) | |
| Overseas assignment and return | 2-1.5g | |
| Prior return of immediate family | 2-1.5g(5) | |
| Return for compassionate reasons | 2-1.5g(5)(b) | |
| Prior return at employee's expense/ reimbursement | 2-1.5g(5)(f) | 2-1-6 |
| Eligibility for Relocations | | |
| Entitlements Summary Chart | | 2-1-7 |

 Part 2. Allowances for Subsistence and Transportation

| | Paragraph | Page |
|--|-----------|-------|
| Applicable per diem rates for enroute travel | 2-2.1 | 2-2-1 |
| When lodging is required | 2-2.1b | |
| When lodging is not required | 2-2.1c | |
| For use of a privately-owned automobile in connection with permanent change of station | 2-2.3 | |
| Maximum per diem allowances when privately owned automobile is used | 2-2.3d | |
| Rates | 2-2.3d(1) | |
| Maximum allowances based on total distance | 2-2.3d(2) | |
| Status and duration of travel | 2-2.5 | 2-2-2 |

Part 4. Travel to Seek Residence Quarters

| | | |
|--|--------|-------|
| Applicability of and general policy for authorizing travel to seek residence | 2-4.1 | 2-4-1 |
| Duration of trip | 2-4.2 | |
| Procedural Requirements | 2-4.3 | |
| Status | 2-4.3a | |

Part 5. Subsistence While Occupying Temporary Quarters

| | | |
|---|--------|-------|
| Policy | 2-5.1 | 2-5-1 |
| Conditions and limitations for eligibility | 2-5.2 | |
| What constitutes temporary quarters | 2-5.2c | |
| Temporary quarters located at other than official station | 2-5.2d | |
| Interruption of temporary quarters | 2-5.2j | |
| Exclusions | 2-5.3 | |
| Allowable amount | 2-5.4 | 2-5-2 |
| Actual expenses allowed | 2-5.4a | |
| Itemization and receipts | 2-5.4b | |
| Computation of maximum | 2-5.4c | |

 Part 6. Allowance for Expenses Incurred in Connection with Residence Transactions

| | Paragraph | Page |
|--|-----------|-------|
| Conditions and requirements under which allowances are payable | 2-6.1 | 2-6-1 |
| Location and type of residence | 2-6.1b | |
| Reimbursable and nonreimbursable expenses | 2-6.2 | |
| Miscellaneous expenses | 2-6.2d | |
| Reimbursable items | 2-6.2d(1) | |
| Overall limitations | 2-6.2g | |
| Settlement of an unexpired lease | 2-6.2h | |
| Reimbursable expenses | 2-6.2h(1) | |
| Nonreimbursable | 2-6.2h(2) | 2-6-2 |
| Documentation required | 2-6.2h(3) | |
| Procedural and control requirements | 2-6.3 | |
| Application for reimbursement and documentation of expenses | 2-6.3a | |
| Review and administrative approval of sale and purchase expenses | 2-6.3b | |
| Assistance provided by local offices of the Department | 2-6.3c | |
| HUD assistance to other agencies | 2-6.3c(1) | |
| Form FHA 2496, Schedule of Closing Costs | 2-6.3c(2) | |
| Violation of employment agreement | 2-6.3d | |

Part 7. Transporting Mobile Homes

| | | |
|-----------------------------|--------|-------|
| Eligibility and limitations | 2-7.1 | 2-7-1 |
| Eligibility | 2-7.1a | |

Part 8. Transportation and Temporary Storage of Household Goods and Professional Books, Paper and Equipment

| | | |
|--|-----------|-------|
| General limitations | 2-8.2 | 2-8-1 |
| Maximum weight allowance | 2-8.2a | |
| Temporary storage | 2-8.2b | |
| Transportation within the conterminous United States | 2-8.3 | |
| Use of commuted rate or actual expense method | 2-8.3c | |
| Estimating costs | 2-8.3c(2) | |
| Employee assistance | 2-8.7 | 2-8-2 |
| Pamphlet | 2-8.7a | |
| Carrier's liability and insurance | 2-8.7b | |
| Loss or damage claims | 2-8.7c | 2-8-3 |

TRAVEL REGULATIONS

Chapter 2. Relocation Allowances

Part 1. Applicability and General Rules

2-1.1. Authority.

a. Authorizing official. Principal authorizing officials (PAO's) have authority to authorize and approve relocation allowances as provided in chapter 2 of this handbook. Officials must be aware that relocation allowances were changed substantially effective October 1, 1982, and again effective November 14, 1983 (issued by Federal Register, Volume 49, Number 69, on April 9, 1984). Because of these changes and the extended eligibility period for certain allowances (potential 3 years), payment of relocation allowance claims may require application of different allowance levels for different employees. The provisions of the regulations in effect on the employee's or new appointee's effective date of transfer or appointment must be used for payment purposes. PAO's may redelegate authority to authorize and approve relocation allowances in accordance with para. 1-1.6. Approval of the personnel action covering change of official duty station, new appointment, etc., is required prior to the authorization of relocation allowances. An authorized employee of the appropriate personnel office is required to sign block 21 of the HUD 25, Official Travel Order, prior to the authorization of allowances.

b. Authorization procedures. Travel and transportation expenses and other applicable relocation allowances shall be authorized on the HUD 25, Official Travel Order (REV 10/83), and HUD 20005, Supplement to Official Travel Order (Rev 10/83). Instructions for the preparation of these forms are on the back of the form. Prior to authorizing allowances, authorizing officials shall obtain the signature of the employee on the HUD 21004, Service and Reimbursement Agreement - Moving Expense Allowances (REV 10/83).

(1) Responsibilities. Authorizing officials shall review and consider employee requests for the various relocation allowances based upon each employees individual circumstances. Consideration shall be given to family size and circumstances, need for a househunting trip and/or temporary quarters and time of move. Recommending officials shall propose the most economical means of accomplishing the transfer without hardship to the employee or his/her immediate family. Such recommendation(s) shall be considered by AO's in making the final determination and authorization of allowances. The head of the new duty station or his/her designee should make available to transferees, information which may assist and expedite resettlement at the new duty station. Examples of factors that AO's shall consider prior to authorizing relocation allowances are indicated below:

location which is subsequently made the permanent duty station is not generally eligible for a househunting trip or temporary quarters since he/she has been residing in the area for a considerable period of time, is familiar with the new duty station, lives in suitable quarters (even if of a temporary nature) and usually has a chance to locate more permanent quarters prior to the TDY assignment being made permanent. However, househunting trips for spouses may still be authorized when they are not residing with the employee during the extended TDY stay.

(b) To qualify for real estate expenses for the sale of a residence at the old duty station, the residence must qualify as the employee's principal residence at the time of notification of a permanent change of duty station.

(c) Use of more than one POV for permanent change of station travel may only be authorized under certain circumstances (see FTR 2-2.3e). For example, authorizations for the use of a second POV may be granted when completion of a new residence is delayed, movers require the spouse's assistance, or a minor child must stay at the old duty station to complete the school term.

(2) Personnel actions.

(a) Standard Form 52. Whenever a transfer, new appointment or assignment involves payment of moving expenses by HUD, the following remark will be entered in item F on SF 52, Request for Personnel Action, by the initiating (gaining) office:

"Employee has signed service and reimbursement agreement required by 5 U.S.C. 5723(b) or 5724(i), as applicable, to establish eligibility for payment of moving expenses. The employee is subject to a Service and Reimbursement Agreement HUD 21004 (REV 10/83) which does not expire until _____."

(b) Standard Form 50. Gaining personnel offices are responsible for entering the following remark on SF 50, Notification of Personnel Action, when processing actions described in a, above:

"Employee subject to service and reimbursement agreement required by 5 U.S.C. 5723(b) or 5724(i), as applicable for payment of moving expenses which does not expire until _____."

(3) Processing relocation orders. Employees who qualify for relocation allowances must complete the HUD 25, Official Travel Order (REV 10/83), and HUD 20005, Supplement to Official Travel Order (REV 10/83), and forward them to the supervisor at the new duty station unless

otherwise instructed. The supervisor and/or recommending official shall review, make any needed modifications, sign the HUD 25 and submit the forms to the personnel office. After processing by the personnel office, the forms are forwarded to the authorizing official who shall distribute them after final approval as indicated below. See para. 2-1.5.(1)(c) for information concerning required service agreements.

| | |
|------------|---|
| Copies 3-6 | Traveler |
| Copy 1 | Authorizing official or originating office. |
| Copy 2 | Accounting Office |
| Copy 5 | SATO, GSA travel agent contractor, in-house ticketing office, Administrative Services office if GBL is issued. |

c. Subsistence allowances under relocation travel.

The entitlement basis for relocation travel, including en route travel, travel to seek residence quarters and temporary quarters, is per diem in lieu of actual subsistence even when the locality involved has been designated a high rate geographical area for purposes of temporary duty travel.

d. Taxation of relocation allowances. All relocation

allowances for employees authorized to move at HUD expense, paid directly to them or to a third party, such as a moving company or airline, will be reported as income on their W-2, Wage and Tax Statement, in the calendar year that the accounting office processes the travel voucher. Internal Revenue Service (IRS) Publication 521, Tax Information on Moving Expenses, covers the handling and reporting of moving expenses for Federal tax purposes. IRS requires that HUD withhold additional Federal Income tax at the rate of 20 percent for all nondeductible moving expense reimbursements contained in IRS Publication 521. HUD will furnish a completed IRS Form 4782, Employee Moving Expense Information, along with the employee's W-2 at the end of the calendar year in which the voucher was processed by the accounting office.

2-1.3. General provisions.

b. Reasonable advance notice of reassignment or transfer.

When an employee shall be transferred or reassigned to a new permanent duty station outside the employee's commuting area, authorizing officials must allow the employee thirty (30) days of advance notice. This advance notice is required to enable the employee to begin arrangements needed to relocate his/her

residence and family. This period may be reduced when the employee and

both the losing and gaining organizations (including other Federal agencies) agree on a lesser period of time. It may also be reduced under emergency circumstances, which must be fully justified and documented. The justification statement must be attached to the travel order.

c. Travel authorization. HUD 25, Official Travel Order, and HUD 20005, Supplement to Official Travel Order, must be prepared and issued to the employee prior to the employee's actual relocation and transfer to the new permanent duty station. Employees shall not be required to report to the new duty station or incur relocation expenses until receiving written notification via the HUD 25 and HUD 20005. The specific allowances which are authorized as provided by FTR and Department regulations must be documented on the travel order and supplement. The employee must also agree to remain in Government service for a one-year period and sign HUD 21004, Service and Reimbursement Agreement, Moving Expense Allowances, prior to incurring relocation expenses.

d. Applicable provisions for reimbursement purposes. Refer to FTR appendix 2-A prior to authorizing and/or approving specific relocation allowances for individual employees. This presents a summary of allowance levels in effect on specific dates.

2-1.5. Eligibility and conditions.

a. General requirements.

(1) Service agreements.

(a) Transfers within the conterminous United States and appointments and assignments of new appointees and student trainees to certain positions within the 50 States and the District of Columbia. The Assistant Secretary for Administration has authority to waive the recovery of relocation allowances paid to employees who fail to fulfill their service agreement. The official who authorized relocation allowances is responsible for approving requests for waivers and submitting them by the Assistant Secretary for final authorization. Acceptable reasons for release from an agreement include:

(i) Voluntary separation of an employee upon satisfying age and service requirements for optional retirement.

(ii) Separation of the mother because of pregnancy;

(iii) Illness not incurred by misconduct;

(iv) Active duty in the Armed Forces;

(v) Exercise of statutory reemployment rights

within a time limitation which precludes completion of the required service; or

(vi) Separation for the convenience of the Government because of the following conditions (excluding separation because of misconduct or illness induced by misconduct):

- o Physically unqualified;
- o Mentally incapacitated;
- o Disqualified by lack of skill to perform duties for which recruited or any other duties which might be assigned; and
- o Reduction in force.

Note: Separation of an employee for violation of an agency's minimum standards of conduct is not eligible for a waiver.

(c) Employee liability for each agreement. HUD 21004, Service and Reimbursement Agreement-Moving Expenses Allowances (see Appendix J), is prescribed for use in completing the agreement required to establish eligibility for payment of travel, transportation, and other authorized moving expenses. The gaining office should initiate HUD 21004 in quadruplicate and obtain the employee's signature on the original and all copies of the form. The original of the signed HUD 21004 should be forwarded to the gaining Personnel Division for filing in the official personnel folder of the employee after he reports for duty. One copy of the form must accompany HUD Form 25, Official Travel Order, and HUD 21005, Supplement to Official Travel Authorization, to the appropriate region for obligation of funds; one copy should be given to the employee; and the remaining copy should be retained by the initiating service or staff office.

e. New appointees.

(2) Agency responsibility. It is the responsibility of the personnel official who authorizes the personnel action to provide full information to eligible new appointees and student trainees concerning availability and limitations of relocation benefits for travel and transportation involved in reporting to their official station.

g. Overseas assignment and return.

(5) Prior return of immediate family.

(b) Return for compassionate reasons. Employee requests for the prior return of immediate family shall be in writing. Requests must include a full explanation of the humanitarian, compassionate or other

circumstances, which necessitate the prior return of immediate family. When justifiable, authorizing officials shall approve requests by signature on the HUD 25.

(f) Prior return at employee's expense-reimbursement. When an employee elects to return his/her immediate family and household goods or any part thereof at his/her own expense, he/she may be reimbursed for proper expenses after he/she becomes eligible for such transportation. Since payment may not be made until after the employee becomes eligible, U.S. Government Transportation Request and Government Bill of Lading, shall not be used for the travel and transportation. When claiming such expenses, employees are required to furnish receipts for transportation costs and for shipment of household goods. Other pertinent information relating to the expenses claimed shall also be provided such as the date of travel by family members, date of shipment of household goods, weight of shipment, etc. Employees are cautioned to maintain records and required receipts to support their claim for reimbursement.

5/84

2-1-6

2300.2 REV-3
CHG-1

ELIGIBILITY FOR RELOCATION ENTITLEMENTS

SUMMARY CHART

| Requirements and Type of Allowance (FTR Reference) | Category of Employees | | |
|---|---|---|------------------------------|
| | Transfer Within 48 Adjacent States & the District of Columbia | Transfer Outside Conterminous United States Alaska Hawaii | Other |
| 1. Signed agreement to * stay with the Government (2-1.5a(1))* | Yes | Yes | Yes |
| 2. En route transportation for employee and family (2-2.1 and 2a) | Yes | Yes | Yes |
| 3. Per diem en route for employee (2-2.1) | Yes | Yes | Yes |
| 4. Per diem en route for family (2-2.2h and c) | Yes | Yes, at a reduced rate | Yes, at a reduced rate |
| 5. House hunting trip (per diem and | | | |

| | | | | |
|-----|---|----------------|--|---|
| | transportation for employee and spouse) (2-4) | Optional | No | No |
| 6. | Miscellaneous expense allowance (2-3.2) | Yes | Yes, except returns for separation | Yes, except returns for separation |
| 7. | Subsistence while occupying temporary quarters (2-5) | Optional | Optional, except returns for separations | No, unless returning to new official duty station |
| 8. | Real-estate commission for selling home (2-6.2) | Yes | Yes | No |
| 9. | Real-estate commission on purchased home (2-6.2a) | No | No | No |
| 10. | Advertising, selling and appraisal expenses for selling old home (2-6.2b) | Yes | Yes | No |
| | | 2-1-7 (1 of 2) | | 12/84 |
| | | | | 2300.2 REV-3 CHG-1 |

ELIGIBILITY FOR RELOCATION ENTITLEMENTS

SUMMARY CHART

| Requirements and Type of Allowance (FTR Reference) | Category of Employees | | |
|---|--|------------------------|----------------------------|
| | Personnel Shortage, SES, certain Presidential appointees | Transfer Under the IPA | Travel Advance Authorized |
| 1. Signed agreement to stay with the Government (2-1.5a(1))* | Yes | No | N/A |
| 2. En route transportation for employee and family (2-2.1 and 2a) | Yes | Yes | Yes, for mileage allowance |
| 3. Per diem en route for employee (2-2.1) | Yes | Yes | Yes |
| 4. Per diem en route for family (2-2.2h and c) | No | Yes | Yes |

| | | | |
|--|----------------|----------|-------|
| 5. House hunting trip (per diem and transportation for employee and spouse) (2-4) | No | No | Yes |
| 6. Miscellaneous expense allowance (2-3.2) | No | *Yes* | No |
| 7. Subsistence while occupying temporary quarters (2-5) | No | Optional | Yes |
| 8. Real-estate commission for selling home (2-6.2) | No | No | No |
| 9. Real-estate commission on purchased home (2-6.2a) | No | No | No |
| 10. Advertising, selling and appraisal expenses for selling old home (2-6.2b) | No | No | No |
| | 2-1-7 (2 of 2) | | 12/84 |
| 2300.2 REV-3 | | | |

ELIGIBILITY FOR RELOCATION ENTITLEMENTS

SUMMARY CHART

| Requirements and Type of Allowance (FTR Reference) | Category of Employees | | |
|--|---|---|-------|
| | Transfer Within 48 Adjacent States & the District of Columbia | Transfer Outside Conterminous United States Alaska Hawaii | Other |
| 11. Legal expenses paid by employee for sale of old home and purchase of new home (2-6.2c) | Yes | Yes | No |
| 12. Other miscellaneous expenses on sale or | | | |

| | | | |
|--|-----|-------------------------|-----|
| purchase of home (2-6.2d) | Yes | Yes | No |
| 13. Loss on sale of home (2-6.2e) | No | No | No |
| 14. Cost of settling unexpired lease (2-6.2h) | Yes | Yes | No |
| 15. Transportation of mobile home for use at residence (2-7) | Yes | Yes-Alaska No-Hawaii | No |
| 16. Transportation of household goods (2-8) | Yes | Yes | Yes |
| 17. Temporary storage of household goods (2-8) | Yes | Yes | Yes |
| 18. Extended storage of household goods (up to 3 years)(2-9) | No | Yes | Yes |
| 19. Transportation of automobile (2-10) | No | Yes | Yes |

5/84

2-1-8 (1 of 2)

2300.2 REV-3

ELIGIBILITY FOR RELOCATION ENTITLEMENTS

SUMMARY CHART

| Requirements and Type of Allowance (FTR Reference) | Category of Employees | | |
|---|--|------------------------------|---------------------------------|
| | Appointee to Personnel Shortage Pos. or SES | Transfer Under the IPA | Travel Advance Authorized |
| 11. Legal expenses paid by employee for sale of old home and purchase of new home (2-6.2c) | No | No | No |
| 12. Other miscellaneous expenses on sale or purchase of home (2-6.2d) | No | No | No |

| | | | |
|--|-----|-----|--|
| 13. Loss on sale of home (2-6.2e) | No | No | No |
| 14. Cost of settling unexpired lease (2-6.2h) | No | No | No |
| 15. Transportation of mobile home for use at residence (2-7) | Yes | No | Yes |
| 16. Transportation of household goods (2-8) | Yes | Yes | Yes , if not paid directly by HUD |
| 17. Temporary storage of household goods (2-8) | Yes | Yes | Yes, if not paid directly by HUD |
| 18. Extended storage of household goods (up to 3 years)(2-9) | No | No | Yes |
| 19. Transportation of automobile (2-10) | No | No | Yes |

5/84

2-1-8 (2 of 2)

2300.2 REV-3

Footnotes

1/ The purpose of this chart is to determine eligibility for various permanent change of station allowances. The following definitions apply:

a. "Yes" means that an employee must be paid this allowance if eligible for it and it is not at the discretion of the authorizing official to deny payment of this allowance to the employee if all determinations and requirements of these regulations are met. For example, if an employee owns a home at his old duty station, sells it within the allotted time period and meets the other requirements of being reimbursed for selling expenses required by these regulations, he may not be denied this allowance by the authorizing official. If an employee did not own a home at the old duty station, he would not be authorized to sell one.

b. "Optional" means that the employee is eligible for the allowance; however, it is at the discretion of the authorizing official as to whether will be authorized.

c. "No" means that an employee is not eligible for this allowance

under any statute or regulation. It is not at the discretion of the authorizing official to authorize this allowance.

2-1-9

5/84

2300.2 REV-3

HOUSING AND URBAN DEVELOPMENT

TRAVEL REGULATIONS

Chapter 2. Relocation Allowances

Part 2. Allowances for Subsistence and Transportation

2-2.1. Applicable per diem rates for en route travel.

a. The per diem rates are calculated in accordance with chapter part 7 (see appendix J), except that:

(1) The 10-hour rule is not applicable;

(2) The per diem rates are calculated according to agency policy which does not require the employee to average the lodging for permanent change of station travel; and

(3) The rates applicable for temporary duty travel in a high rate geographical area do not apply.

b. When lodging is required. When lodging is shared by members of the traveler's family, the single occupancy rate will be used to compute lodging costs. It is the responsibility of the employee to ascertain and use the single occupancy rate in this situation. In addition, the travel voucher shall include a statement that the single occupancy rate was used to compute the per diem claimed.

c. When lodging is not required. When the distance between the old and new duty stations is close and lodging is not required, the per diem rate within the conterminous United States is \$23.

2-2.3. For use of a privately owned automobile in connection with permanent change of station.

d. Maximum per diem allowances when privately owned automobile is used.

(1) Rates. For travel en route from the old to the new official duty station, reimbursement for the employee shall be a daily per diem rate not in excess of \$50.

(2) Maximum allowance based on total distance.

(a) The authorizing official shall prescribe a reasonable minimum driving distance which may not be less than an average of 300 miles per calendar day. The daily minimum distance must be included on the travel

2-2-1

5/84

2300.2 REV-3

order. The voucher must show the actual travel time even though allowances may not exceed an amount computed on the basis of a minimum driving distance per day. To compute the per diem amount for a prescribed minimum driving distance per day, one-fourth of the prescribed per diem rate shall be allowed for each one-fourth of the minimum distance. For example, when the A.O. authorizes a minimum driving distance of 325 miles and a per diem of \$50 per day, \$12.50 would be allowed for each 81.25 miles driven when travel involves lodging, or

- (i) \$12.50 for 81.25 miles
- (ii) 25.00 for 162.50 miles
- (iii) 37.50 for 243.75 miles
- (iv) 50.00 for 325.0 miles

(b) In those instances where travel time appears excessive and no satisfactory explanation is provided on the travel voucher, the excessive travel time will be charged to leave. The A.O. must approve any exception to the daily minimum driving distance and determine whether per diem should be allowed for the period of the delay or for a shorter period see FTR 2-2.3d(2) . When an exception to the daily minimum driving distance is made, the justification and approval must be attached to the voucher.

2-2.5. Status and duration of travel. Authorizing officials shall allow sufficient time for the employee to accomplish the move, including en route travel from the old to the new duty station. Generally, A.O.'s may authorize up to five working days for employees to complete a move. However, various factors including the length of travel time required shall be considered and, when justifiable, a longer period of time may be authorized. For example: When authorized a minimum driving distance of 300 miles per day, an employee moving from New York City to San Francisco would require 10 days en route travel (2974 miles / 300 miles = 9.9 days) and, depending on the individual circumstances of the traveler, time at both stations may be needed to allow the movers to pack and unpack, etc. The employee shall be carried in a duty status while traveling en route between duty stations. Time needed for packing and unpacking of household goods and like functions inherent in relocation of a place of residence may be allowed under administrative leave (i.e., one day at old duty station and one day at new duty station, depending on individual circumstances of traveler.) Only one one-way trip to the new duty station may be authorized. Administrative leave must be documented in block 17 on the HUD 25 and approved by the authorizing official.

HOUSING AND URBAN DEVELOPMENT

TRAVEL REGULATIONS

Chapter 2. Relocation Allowances

Part 4. Travel to Seek Residence Quarters

2-4.1. Applicability of and general policy for authorizing travel to seek residence quarters.

a. If the employee makes the trip (alone or with spouse) it must be made prior to reporting for duty at the new official station. If the spouse makes the trip, it must be prior to the relocation of the family to the new duty station and may not exceed the expiration of the maximum time limitation on allowable travel and transportation at the new duty station. Administrative leave, per diem, local transportation and other househunting trip allowances may not be authorized or approved once the employee reports for duty (or the family relocates) even though time, or other circumstances, did not permit a househunting trip.

b. A trip to seek residence quarters may be authorized for eligible employees at the discretion of the authorizing official. The trip may not be authorized under the following circumstances:

(1) When an employee will be assigned to Government or other prearranged residence quarters at the new official station location;

(2) When an employee has not yet formally agreed to transfer to the new station signed the HUD 21004, Service and Reimbursement Agreement, Moving Expense Allowance (Rev 10/83) ;

(3) When either the old or new duty station or both are located outside the conterminous United States; and

(4) When the map distance between the old and new stations is less than 75 miles via usually traveled surface route.

2-4.2. Duration of trip. A GSA motor pool may not be used for local transportation.

2-4.3. Procedural requirements.

Status. The employee shall be carried in a duty status during the authorized trip to seek residence quarters.

HOUSING AND URBAN DEVELOPMENT

TRAVEL REGULATIONS

Chapter 2. Relocation Allowances

Part 5. Subsistence While Occupying Temporary Quarters

2-5.1. Policy. Temporary quarters allowance for eligible employees may be authorized at the discretion of principal authorizing officials. Redlegation of this authority must be restricted to the highest organizational level feasible. This is particularly important when consideration must be given to both travel to seek residence quarters and subsistence while occupying temporary quarters. The period for temporary quarters may be reduced or avoided if a round trip to seek permanent residence quarters has been made or if, as a result of extended TOY at the new official station or other circumstances, the employee has had adequate opportunity to complete arrangements for permanent quarters. The determination as to the need for temporary quarters and the length of time for occupancy must be made by the PAO or designee on an individual-case basis. See FTR 2-5.2a for guidelines concerning length of time allowable for temporary quarters.

2-5.2. Conditions and limitations for eligibility.

c. What constitutes temporary quarters. The following guidelines apply for temporary quarters lodging obtained from noncommercial sources;

(1) If the employee or family member(s) obtains lodging from friends or relatives, the lodging cost will be considered to be zero unless the traveler furnishes a statement detailing the actual additional expenses incurred by the host in operating the household due to the employee's and/or family members' presence (such as extra utilities and laundering of bed linen) and a receipt from the host for payment of the expenses reported is obtained.

(2) If the employee or family member(s) obtains lodging with an individual(s) in a shared apartment arrangement, the lodging cost will be allowable not to exceed the authorized maximum rates. The shared apartment arrangement normally assumes that the expenses will be shared on a prorata basis and the expense is usually in the form of monthly rent evidenced by a rental or lease agreement payable to a third party in a fixed amount. Documented proof of payment must be provided, such as the canceled check and a signed statement from the other party that the shared occupancy did occur with the stated contributed amount.

d. Temporary quarters located at other than official station. Payment of subsistence expenses for occupancy of temporary quarters in locations outside reasonable proximity of the old and/or new official

station shall not be allowed unless justified by circumstances unique to the individual employee

2-5-1

5/84

2300.2 REV-3

or the employee's family that are reasonably related and incident to the transfer. Payment for such expenses must be authorized or approved by the principal authorizing official. Redlegation of this authority is permitted, however, redelegation must be restricted to the highest organizational level feasible. As required by Department procedures, redelegations must be in writing and submitted on an annual fiscal basis and/or whenever changes occur.

j. Interruption of temporary quarters.

a. The days of occupancy of temporary quarters run consecutively except when the period is interrupted by official travel.

b. The running of the period of temporary quarters is not interrupted when an employee interrupts the temporary quarters for personal reasons or the taking of annual leave.

2-5.3. Exclusions. New appointees, including SES and certain Presidential appointees, are not eligible for temporary quarters subsistence allowances.

2-5.4. Allowable amount.

a. Actual expenses allowed. Expenses of local transportation incurred for any purpose during occupancy of temporary quarters shall be disallowed.

b. Itemization and receipts. All expenses must be itemized on HUD 21007A, Schedule of Daily Expenses While Occupying Temporary Quarters (REV 10/83), and attached to HUD 21007, Claim for Reimbursement of Subsistence Expenses While Occupying Temporary Quarters (REV 10/83). Receipts are required for lodging, all laundry and cleaning costs (except when coin-operated facilities are used), meals over \$25, and all groceries.

c. Computation of maximum. See FTR 2-5.4.c and FTR Appendix 2-A, Table 2.

5/84

2-5-2

2300.2 REV-3

TRAVEL REGULATIONS

Chapter 2. Relocation Allowances

Part 6. Allowance for Expenses Incurred In Connection
with Residence Transactions

2-6.1. Conditions and requirements under which allowances are payable. It is not necessary for an employee to sell a home at his old duty station in order to be authorized to purchase a home at the new duty station.

b. Location and type of residence. The following are recognized residences for which selling and purchase expenses or expenses for settlement of unexpired lease may be claimed:

| | |
|-------------------------------|---------------------|
| Single unit dwelling, | Mobile home, |
| Condominium, | Boat/houseboat, or |
| Cooperatively owned dwelling, | Converted rail car. |

2-6.2. Reimbursable and nonreimbursable expenses.

d. Miscellaneous expenses.

(1) Reimbursable Items.

(b) Loan origination fee on purchase of residence only, for an employee whose effective date of transfer (date the employee reports for duty at the new official station), is on or after October 1, 1982. Employee's who transferred prior to October 1, 1982, are not eligible for reimbursement of the loan origination fee.

g. Overall limitations. See FTR Appendix 2-4, Table 2, for application of maximum allowances for employees by the following reporting (transfer) dates:

(1) On or before September 30, 1982;

(2) October 1, 1982 through November 13, 1983; and,

(3) On or after November 14, 1983.

h. Settlement of an unexpired lease.

(1) Reimbursable expenses. Reimbursable expenses may include lost security deposits, rent paid for occupancy of the residence after the

employee has vacated the residence if the employee gave timely notice, broker fees for obtaining a sublease or advertising expenses for obtaining

a sublease, and other costs to terminate the lease.

(2) Nonreimbursable. Reimbursement may not be allowed for costs of clean-up, fix-up or repair to a residence charged by the landlord.

(3) Documentation required. Itemization of lease breaking expenses is required and shall be entered on the travel voucher. A copy of the lease is required and each item of expense must be supported by documentation showing that the expense was in fact incurred and paid by the employee.

2-6.3. Procedural and control requirements.

a. Application for reimbursement and documentation of expenses. To be reimbursed for the expenses of a real estate transaction, the employee must prepare and submit to the supervisory official responsible for administrative approval of the voucher:

(1) Form HUD 21006, Application for Reimbursement of Real Estate Expenses Related to Change of Official Station;

(2) Amounts claimed must be supported by documentation showing that the expense was in fact incurred and paid by the employee. Included in the required supporting documents (as appropriate) are copies of:

- (a) The sales agreement;
- (b) The purchase agreement;
- (c) Property settlement documents;
- (d) Loan closing statements;
- (e) Invoices and receipts for other bills paid; and
- (f) Loan origination fee documents.

(3) SF 1012, Travel Voucher, in duplicate, to serve as the covering transmittal for the HUD 21006 and supporting documents.

b. Review and administrative approval of sale and purchase expenses.

(1) Each Regional Administrator shall designate an official and an alternate to be solely responsible for execution of sections IVA and IVB for property located in the confines of the regional boundaries. These sections

of the HUD 21006 require that a determination be made as to whether the expenses claimed for sale (section IV.A) or purchase (section IV.B) of a residence are both reasonable in amount and customarily paid by the seller buyer, respectively in the particular locality. If any sale or purchase expense appears to be inflated or higher than normally imposed for similar services in the locality, the designee shall disallow any portion of such expenses determined to be excessive.

(2) Each Regional Administrator shall also designate another official and an alternate (preferably one with an accounting or legal background) to be solely responsible for execution of section IV.C of all HUD 21006's paid from regional funds. The Director, Office of Finance and Accounting (AF), or his/her designee are solely responsible for execution or section IV.C of all HUD 21006's paid out of Headquarters funds.

c. Assistance provided by local offices of the Department of Housing and Urban Development.

(1) HUD assistance to other agencies. Each Regional Administrator shall designate an individual and an alternate to receive and handle requests for technical assistance in determining the reasonableness of expenses claimed for real estate transactions as provided in FTR 2-6.3c. The Office of Administrative and Management Services (AS), Management Services Division (ASE) and administrative services offices in the field shall be advised by October 1 of each fiscal year and at any other time that changes occur, of the designees so that inquiries can be referred to the proper person. Such inquiries should be handled quickly and efficiently. The designated employee must become familiar with FTR 2-6 which provides detailed instructions concerning allowances for expenses incurred in connection with real estate transactions.

(2) Form FHA 2496, Schedule of Closing Costs. Upon request for information from another agency or another office of the Department, Form FHA 2496, Schedule of Closing Costs, shall be furnished for the area concerned. It is the responsibility of each Regional Administrator to assure that the schedules are current. Any schedule more than twelve months old shall be revised and up-dated in accordance with the instructions in Handbook 4190.1, Single Family Underwriting Reports Form Catalog. The employee designated to provide technical assistance shall also provide other information as indicated in the FTR concerning local custom and practices with respect to charging of closing costs related to either a sale or purchase, including information as to whether such costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

d. Violation of employment agreement. Employees who fail to complete the one-year, or other time period, service agreement with the Department shall be liable for all relocation allowances paid by the Department. However, when separated from the Government for reasons beyond their control, employees may request a waiver to the recovery of expenses through their normal chain

of command. Principal authorizing officials may approve or disapprove requests for waivers based on the individual circumstances of each case. Cases that are approved by the PAO must be submitted for final authorization to the Assistant Secretary for Administration see para. 2-1.5.a.(1)(a) .

5/84

2-6-4

2300.2 REV-3

HOUSING AND URBAN DEVELOPMENT

TRAVEL REGULATIONS

Chapter 2. Relocation Allowances

Part 7. Transportation of Mobile Homes

2-7.1. Eligibility and limitations.

a. Eligibility. To be eligible for an allowance for the transportation of a mobile home, the employee shall certify that the mobile home is for use as his/her residence at the new official station. This certificate shall be in letter form prepared in triplicate and addressed to the authorizing official. The original of the certificate shall be attached to the accounting office copy of the HUD 25 and HUD 20005, Supplement to Official Travel Order, and forwarded to the appropriate region for processing. The second copy should be retained with the initiating office copy of the HUD 25 and HUD 20005. The remaining copy should be given to the employee. The allowance may only be granted to eligible employee's in lieu of transportation of household goods.

2-7-1

5/84

2300.2 REV-3

HOUSING AND URBAN DEVELOPMENT

TRAVEL REGULATIONS

Chapter 2. Relocation Allowances

Part 8. Transportation and Temporary Storage of Household Goods and Professional Books, Papers and Equipment

2-8.2. General limitations.

a. Maximum weight allowance. See FTR Appendix 2-A, Table 2, for applicable maximum weight allowances for employees per the following transfer dates:

- (1) On or before September 30, 1982;
- (2) October 1, 1982 through November 13, 1983; and
- (3) On or after November 14, 1983.

b. Temporary storage. See FTR Appendix 2-A, Table 2.

2-8.3. Transportation within the conterminous United States.

c. Use of commuted rate or actual expense method.

- (2) Estimating costs.

(a) The commuted rate system shall be used for individual employee transfers without consideration being given to the actual expense method, except that the actual expense method may be used if the actual costs to be incurred by the Government for packing and other accessorial services are predetermined (at least as to price per 100 pounds) and if that method is expected to result in a real savings to the Government of \$100 or more. Cost comparisons should be requested from the Headquarters imprest fund cashier or the appropriate administrative services office in the field.

(b) GSA Form 2, Cost Comparison for Shipping Household Goods (Commuted Rate System vs Actual Expense Method) (see Appendix J) should be used for obtaining cost comparisons and contains the following information:

- (1) Name of employee to be moved;
- (2) Origin city, county, and state;
- (3) Destination city, county, and state;

2-8-1

5/84

2300.2 REV-3

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- (4) Anticipated or actual date household goods are to be picked up;
 - (5) Estimated weight of shipment;
 - (6) Number of days storage-in-transit is required (if applicable); and

(7) Other pertinent data.

(c) Requests for cost comparisons shall be made as far in advance of the moving date as possible (preferably 30 calendar days). In case of an emergency or an imminent moving date (less than 10 workdays) these details may be transmitted to the appropriate administrative services office by phone. If information is received by phone, the response will be made by phone when requested. Regardless, all cost comparison and carrier selection information will be confirmed in writing. The authorizing official will make the final determination as to the method of shipment (actual expense method or commuted rate system) based on the results of the cost comparison.

(d) If household goods in excess of the weight allowable are shipped on a Government Bill of Lading, the employee shall reimburse the Government for the extra expenses associated with the excess weight. The reimbursement is calculated by using the following formula:

$$\text{Amount due Government} = (\text{Total charges} - \text{valuation charges}) \times \frac{\text{Excess weight}}{\text{Total weight of shipment}}$$

2-8.7. Employee assistance.

a. Pamphlet - "Shipping Your Household Goods." This pamphlet provides guidance to employees in solving some of the problems encountered in connection with the shipment of household goods. Employees who have been authorized to ship their household goods at Government expense should obtain a copy of the pamphlet from their administrative office. Copies are also available from the General Services Administration under Federal Stock number 7610-058-7938.

b. Carrier's liability and insurance.

(1) The carrier's liability in the shipment of household goods (commuted rate of Government Bill of Lading), is limited to 60 cents per pound per article unless the employee obtains increased protection. The purchase of insurance based on a lump sum value (rather than a value per pound) is subject to a valuation charge which is payable by the employee. This charge is not an allowable expense. Employees are urged to carry the maximum amount of private insurance practicable to avoid large losses which

may not be recoverable. When shipment is to be made under a Government Bill of Lading (GBL) and increased protection is desired, the employee should furnish a written request to the office issuing the GBL, stating the value that is to be placed on the shipment. Such information must be shown on the GBL.

(2) Employees may elect to obtain additional coverage at their own expense from the carrier. Carriers will provide additional coverage up to a valuation of \$1.25 times the weight of the shipment in pounds or a higher lump sum according to the employee's valuation of the shipment. The higher valuations are generally available at 50 cents per \$100 of valuation. Employees shipping household goods under the actual expense method should request in writing the additional coverage from the office issuing the GBL. The excess cost will be paid by the Government and then collected from the employee.

(3) Carrier liability and increased valuation charges may differ on intrastate shipments. For these shipments, the appropriate administrative services office should be contacted.

(4) Under the Military and Civilian Employee's Claims Act of 1964, as amended (31 U.S.C. 241), employees may file claims against the United States for not more than \$15,000 for damage to or loss of personal property incident to the employee's service. This applies to commuted rates moves as well as actual expense moves.

c. Loss or damage claims. Payment of claims by the Department for loss or damage to personal property is governed by the Military Personnel and Civilian Employees Claims Act of 1964, Public Law 88-558 (31 USC 40) and 24 CFR, Part 17. Prior to filing a claim with the Department, a written claim for reimbursement must be filed with the last commercial carrier known or believed to have handled the goods or the carrier known to be in possession of the property when the damage or loss occurred.