US Department of the Interior

Permanent Change of Station Policy

TABLE OF CONTENTS

Chapter 1

General Eligibility for a Permanent Change of Station (PCS) Move

This Guide supplements the Federal Travel Regulation (FTR) (41 C.F.R. Chapters 300-304) on PCS eligibility and entitlements. An employment service agreement and PCS travel authorization must be signed and approved before the employee incurs any PCS related expenses.

Eligibility for Relocation Expense Allowances

Employees in the following categories are generally eligible for relocation expense allowances if they are:

1. A new appointee appointed to the first official duty station. New appointees are not entitled to househunting trips, en route per diem for family, temporary quarters, real estate expense reimbursement, home marketing incentive, third party relocation services, withholding tax allowance, or the relocation income tax allowance. The criteria for defining a new employee is set forth at 41 C.F.R. § 302-3.1;

2. When the agency determines that it is in the interest of the Department to transfer a current Government employee from one agency or duty station to another for permanent duty, and the new duty station is at least 50 miles distant from the old duty station. Generally, an employee may not be reimbursed for relocation expenses if they relocate to a new official station that is less than 50 miles from their old official station, unless the head of the bureau or designee authorizes an exception. On a case-by-case basis and having considered the following criteria, the head of the bureau or designee may authorize the reimbursement of relocation expenses of less than 50 miles when he/she determines that it is in the interest of the Department, and

    a. The one way commuting pattern between the old and new official station increases by at least 10 miles but no more than 50 miles; **and**

    b. There is an increase in the commuting time to the new official station **by at least 30 minutes one way; and**

    c. A financial hardship is imposed due to increased commuting costs.

   All authorizations shall be in writing and made prior to the employee incurring any relocation expenses.

3. An employee of the United States Postal Service transferred for permanent duty, under 39 U.S.C. 1006, from the Postal Service to an agency as defined in 5 U.S.C. 5721;

4. An employee performing travel in accordance with the overseas tour renewal agreement;

5. An employee returning to the place of residence after completion of a prescribed tour of duty for the purposes of separation from Government service or separation from the overseas assignment for reassignment to the same or different Government agency;

6. A student trainee assigned to any position upon completion of college work;

7. An employee eligible for a "last move home" benefit upon separation from the Government (and the immediate family, i.e., spouse and dependents, in the event of the employee's death prior to separation or after separation but prior to relocating);

8. A career appointee to the Senior Executive Service (SES) as defined in 5 U.S.C. 3132(a)(4), and a prior SES appointee who is returning to the official residence for separation and who will be retaining SES retirement benefits;

9. An employee that is being assigned to a temporary duty station in connection with a long-term assignment; or

10. Employees upon re-employment within one year of separation by a Reduction in Force (RIF).

Relocation Entitlements:

New Appointees are entitled to:

- en route transportation for employee and immediate family (definition follows),
- en route per diem for employee only, and,
- transportation and storage of household goods.

Transferring Employees are entitled to:

- en route transportation for employee and immediate family (definition follows),
- en route per diem for employee and members of immediate family (definition follows),
- miscellaneous expense allowance,
- real estate transaction reimbursement,
- transportation and temporary storage of household goods, and,
- Relocation Income Tax Allowance.

Transferees may be entitled, depending on individual circumstances, the office's discretion, and what is authorized/documented on the travel authorization, to:

- one househunting trip,
- temporary quarters up to 30 days,
- use of relocation service companies and the home marketing incentive.

Under the current market conditions, relocation service companies are no longer required to provide a Guaranteed Home Sale program. The use of relocation service companies for home sale is discretionary and has to be specifically authorized on the travel authorization.

Transferees should always check with their bureau PCS coordinator on discretionary entitlements prior to incurring expenses.

Voluntary Transfers Not Eligible For Relocation Expense Allowances

DOI's policy is set forth in Personnel Bulletin No. 99-6 (February 26, 1999) http://www.doi.gov/hrm/guidance/pb99-6.htm. Under DOI's policy, all involuntary transfers are considered to be in the interest of the Government and allowable relocation expenses are paid. Voluntary transfers that are not considered to be primarily for the convenience or benefit of the employee are treated as if they were an involuntary transfer and allowable relocation expenses are paid. However, relocation expenses are NOT paid for a voluntary transfer deemed to be primarily for the convenience or benefit of the employee. The following definitions are set forth in DOI's policy:

The term "in the interest of the government" means any transfer that does not meet the definition of a transfer 'primarily for the convenience or benefit of the employee or at his/her request.'"

"The term "voluntary transfer" means a transfer where management has selected an employee who has volunteered for the assignment. Voluntary assignments are either "primarily for the convenience and benefit of the employee or at his/her request" or "in the interest of the government."

The term "primarily for the convenience or benefit of the employee or at his/her request" means a voluntary transfer that has resulted from either of the following:

> 1. Selection of an employee for transfer whose primary interest is in relocation, rather than in placement in a specific position, and who has signed the following statement:
>
> > I voluntarily request consideration for assignment to a position in another commuting area (or describe the particular position). I am making this request primarily for my personal convenience or benefit. I understand that, if selected, I will be responsible for all travel, transportation and relocation expenses associated with reporting for duty in that position.
>
> Bureaus and Offices may require an individual to sign this statement when the individual submits an unsolicited application for placement consideration. An application in response to a vacancy announcement is not unsolicited.
>
> 2. Selection of an employee for transfer who has responded to a vacancy announcement that contains the following statement:
>
> > Travel, transportation, and relocation expenses will not be paid by the Department. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected employee.

Immediate Family

Any of the following members of an employee's household at the time he/she reports for duty at the new station are considered immediate family:

> 1. Spouse.
>
> 2. Children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. The term

"children" shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee or employee's spouse; and a child born after the employee's effective date of transfer even when the travel of the employee's expectant spouse to the new official station is prevented at the time of the transfer because of advanced stage of pregnancy.

3. Dependent parents (including step and legally adoptive parents) of the employee or employee's spouse.

4. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

Two or More Family Members Employed

When two or more employees are members of the same immediate family and each are being relocated in the interest of the Government, the allowances authorized shall apply either to:

1. Each employee separately (provided that each gaining office has determined the move is for the benefit of the Government), in which instance none of the employee(s) would be eligible for any allowance as a member of the immediate family; or

2. Only one employee, in which case the other employee(s) is eligible for allowances solely as a member(s) of the immediate family.

A determination as to which of the two alternatives is selected shall be made in writing and signed by all employee members of the same immediate family. When employee family members elect separate allowances, the determination also shall specify under which employee's authorization the non-employee family members will receive allowances. When employee family members elect separate allowances, a travel authorization will be issued for each employee and will indicate that a family member (must give name) will be traveling under a separate travel authorization as an employee.

Chapter 2

PCS Charge Card Usage and PCS Advances

The Department of the Interior has mandated use of the Government-issued Charge Card. Bureaus within DOI have designated lodging as a centrally billed expense, which reduces the need for a PCS cash advance from the Finance office. Cash advances from the Finance office will only be issued under limited circumstances. Please consult with the PCS Coordinator for more information. Taxable entitlements are still the employee's responsibility and will be reflected on the employee's Leave and Earnings Statement.

DOI Government-Issued Charge Card

The DOI Government-Issued Charge Card Program must be used for all the following official travel expenses: airfare, lodging and rental car expenses, including fuel. It is encouraged to be used for Meals & Incidental Expenses (M&IE), parking, taxis, etc. whenever feasible.

The DOI Government-Issued Charge Card is an integrated charge card. This means that one card may be used for three different business lines (travel, fleet, and/or purchase). Relocations costs are charged to the travel business line.

> **New employees to the Department should contact the Agency/Office Program Coordinator (A/OPC) for assistance in applying for a card. This will facilitate the processing of PCS related travel needs. Specific policies regarding the use of the Government-issued charge card can be found at http://www.doi.gov/pam/integratedcard.html Employees relocating between two different DOI bureaus need to close their Government charge card account and obtain a new one.**

Two types of travel transactions will post to a government-issued charge card account:

1. Centrally billed transactions: These include costs for airfare, hotels, rental car and related expenses, parking, and taxis. These transactions are charged directly to the Bureau and appear as memo items on the charge card statement. All centrally billed transactions must be listed on the househunting, en route, and temporary quarters travel vouchers so that appropriate taxes may be applied. Since lodging is a centrally billed expense, relocating employees may only use the charge card for costs not to exceed the allowable PCS lodging allowance. Any amount over the PCS lodging allowance should be paid on a personal card. Any overage charged to the government charge card must be reimbursed to the Government by the employee by deducting the amount of such overage from the travel reimbursement.

2. Individually billed transactions: These include costs for meals, ATM withdrawals, and ATM fees. The traveler is required to pay these charges upon receipt of the monthly charge card statement. Travelers are reimbursed through the submission of travel voucher(s). The Government-issued charge card statement must be paid in full by the statement due date, even if the traveler has not yet filed a voucher or been reimbursed.

The Government-issued charge card **MAY** be used by the employee for the following PCS expenses:

- Airline tickets for the employee (see note below regarding tickets for family members)
- Other forms of necessary transportation for the employee (Alaska Marine Highway, ferry passages, bus, train, etc.)
- ATM cash withdrawal for meals—as authorized by per diem rates
- Lodging
- Parking at airport (when authorized for househunting trip only)
- Rental trucks and fuel for truck—if authorized for self shipment
- Rental cars and fuel (when authorized for househunting trip only)

The employee **MAY NOT** use the Government-issued charge card for the following:

- Purchase of goods and services (clothing, cameras, etc)
- Fuel and repair for personal vehicles (mileage may be claimed for vehicle)
- Miscellaneous expenses
- Real estate expenses
- Shipment and temporary storage of household goods
- Room service
- Video rentals
- Mini bar

This list is not intended to be all inclusive.

The employee **MAY** use the office's Government issued corporate card for the following:

- Airline ticket for employee and spouse when authorized a househunting trip
- Airline ticket for employee and/or immediate family members for en route travel
- Other forms of necessary transportation for the employee and/or immediate family members (Alaska Marine Highway, ferry passages, bus, train, etc.)

Automated Teller Machine Charge Card (ATM) Advances

The Government-issued charge card has ATM functionality. ATM advances may be used for certain Bureau approved transactions. They appear as individually billed transactions on the charge card, which means the cardholder is responsible for paying these charges 30 days upon receipt of the bankcard monthly statement, even if the cardholder has not filed a voucher, or received reimbursement through a travel voucher.

The amount allowable for an ATM advance is the total of the authorized M&IE and any other reimbursable expenses, not to exceed daily or weekly ATM thresholds. The ATM withdrawal may be taken out up to five days prior to the travel expense.

Travel Advances

Travel advances may be issued in limited situations at each Bureau's discretion.

Approved travel advances are sent directly to the employee's EFT (electronic funds transfer) address upon receipt of a signed and approved **Advance of Funds Application**.

Advances of funds for certain relocation expenses may be made in stages as expected expenses are incurred. Each advance should be made as close as possible to the time of actual need.

Advances must be repaid in cash or by submission of travel vouchers within 30 days after completion of each segment of the relocation process. If the relocation is delayed after an advance has been issued, the employee is required to repay the advance immediately.

Failure to timely repay travel advances may result in payroll deductions.

Please Note: When submitting travel vouchers with the intent of using any reimbursement funds due from the Government to repay a travel advance issued for househunting and temporary quarters, employees should be reminded that all of the reimbursable items are considered taxable income; therefore, the amount reimbursed will be reduced by the amount of taxes. The balance owed to the employee after taxes will be applied to the outstanding travel advance. If that balance does not cover the amount advanced, the employee will have to submit a check for the difference.

Chapter 3

Househunting Trip

The gaining office determines when it is in the Government's best interest to authorize a househunting trip for the employee and spouse to find permanent living quarters to rent or purchase. Other immediate family members are not authorized to travel on a househunting trip at the Government's expense. The approving official may authorize a househunting trip for a reasonable period not to exceed ten (10) calendar days.

Prior to making travel arrangements for a househunting trip the employee must have an approved signed travel authorization indicating the mode of transportation and time allowed. The authorization ensures that the employee is eligible for reimbursement of discretionary househunting trip relocation expenses. Expenses for child/pet care services are not reimbursable.

Note: New appointees and employees assigned under the Government Training Act (5U.S.C. 4109) are not eligible for a househunting trip expenses allowance.

Authorization

When determined to be in the interest of the Government, a househunting trip may be authorized if the:

- employee has formally agreed to transfer to the new duty station, has an approved signed travel authorization, signed an employment service agreement, and established the date of transfer;
- employee will not reside in government or other prearranged quarters at the new duty station;
- distance between the present duty station and new assignment is more than 75 miles apart by a usually traveled route;
- old and new duty station is within the United States; and;
- new official station authorizes a househunting trip.

Time Limit

Relocating employees must complete the househunting trip prior to the day before reporting to the new official duty station. The employee and spouse may take separate househunting trips; however, the overall cost of both trips is limited to the cost that would have been incurred if the employee and spouse had traveled together on one round trip.

A separately traveling spouse's trip must be completed the earlier of (i) the day before the family relocates to the new duty station; or (ii) one day prior to the end of the two year period allowed for relocation.

Transportation

Generally, the mode of or transportation authorized for the househunting trip should afford a minimum of travel time and a maximum amount of time at the new duty station. Usually, common carriers are the most effective means of transportation. Use of a privately owned automobile (POV) should only be authorized when considered advantageous to the Federal government.

Relocating employees should consult with the PCS Coordinator on whether a POV should be authorized for a househunting trip when the driving distance between the old duty station and the new duty station is more than 350 miles. Mileage reimbursement for the househunting trip is based on the IRS rate in effect for moving purposes. As of July 1, 2008, the rate is $0.27 a mile. However, the rate may change each calendar year.

When using common carrier transportation for the househunting trip, a compact rental car may be authorized. Taxi fare reimbursement is limited only to transportation between the common carrier terminals and the residence at the old duty station or place of lodging at the new duty station.

Mileage reimbursement to the airport will be at the current POV mileage rate in effect at the time of the trip.

Per Diem

There are two methods of reimbursement for a househunting trip. The method must be selected by the employee prior to beginning the trip and included on the travel authorization.

Method 1: Locality Actual Subsistence Rate
The maximum per diem allowance is calculated based on the locality rate in effect for the area where the househunting trip is made. The per diem rate for househunting trips is calculated in the same manner as for temporary duty travel: The M&IE rate for the first and last day of travel is limited to ¾ of the daily rate. The actual lodging cost is added each calendar day. The employee should be advised to keep all lodging receipts – they will need to submit these with their travel voucher.

Method 2: Fixed Amount Rate
Employee and spouse may be offered a fixed amount per diem rate to make a househunting trip for a period not to exceed ten days. The purpose of the fixed rate reimbursement is to reduce the administrative process expenses and the Government's overall cost for relocating an employee. Before an employee can be entitled to the fixed amount reimbursement for subsistence expenses for a househunting trip, four conditions must be met. These conditions are: 1) the travel authorizing official must agree that a househunting trip is necessary; 2) the employee must agree to accept the fixed amount method of reimbursement; 3) the employee must sign an employment service agreement; and 4) the travel authorization must authorize the fixed rate method of reimbursement for the househunting trip. The selection must be made prior to beginning the trip. Receipts are not required when using the fixed amount method of reimbursement.

If the employee and spouse make the househunting trip (either together or separately), multiplying the locality rate by 6.25 determines the total amount of reimbursement. If only one person makes the trip, multiplying the locality rate by 5 determines the total amount of the reimbursement.

Computation for the Fixed Rate Method	
Employee or spouse travel	5.00 X locality rate
Employee and spouse travel	6.25 X locality rate

Chapter 4

En Route Transportation and Per Diem for Employee and Immediate Family

The employee and members of the employee's immediate family may travel either by privately owned vehicle (POV) or other common carrier means when authorized as advantageous to the Government. If traveling by other common carrier means, tickets should be charged to the gaining office's government issued corporate bankcard account. The employee's individual government issued card should only be used for their individual expenses.

If travel is by POV, reimbursement is based on the IRS rate in effect for moving purposes. As of July 1, 2008, the rate is $0.27 a mile. However, the rate may change each calendar year. Reimbursement is based on the mileage of the commonly traveled direct route between the old and new duty station.

The OCONUS (Outside the Continental United States) PCS mileage rate will be 1.5% of the IRS established moving rate for the Lower 48. The rate applies to those miles driven in Canada and Alaska. Odometer readings must be documented on the travel claim for OCONUS rates to apply. The employee will be taxed on any reimbursement greater than the IRS established rate.

If more than one POV is used, it must be fully justified and indicated on the travel authorization. Use of more than one POV is authorized as advantageous to the Government only under the following special circumstances:

1. There are more members of the immediate family, traveling together, than reasonably can be transported with luggage in one vehicle;

2. Because of age or physical condition, special accommodations are necessary in transporting a member of the immediate family in one vehicle;

3. Employee must report to the new official station in advance of the family who delay travel for acceptable reasons such as completion of school term, sale of property, settlement of personal business affairs; or

4. In advance of the employee’s reporting date, immediate family members must travel to the official station for acceptable reasons such as to enroll children in school at the beginning of the term.

Per Diem Allowances

Per diem allowances for employee and immediate family members of a transferred employee will be paid on the basis of a required driving distance of 350 miles per calendar day. Per diem is not allowable when total travel time is less than 12 hours. Costs will not be reimbursed if there is excess driving time, without justification such as unsafe weather conditions, vehicle repairs required, illness, etc. In addition, annual leave will be charged for any excess driving time. New appointees or employees assigned under the Government Training Act (Public Law 85-807) are only entitled to a per diem allowance for themselves. Family members of new appointees are not eligible for an En Route per diem allowance.

Per diem is based on the standard CONUS (Continental United States) rate of $39 M&IE plus actual lodging costs not to exceed $70 for a maximum per diem rate of $109 per day, as of 10/01/2007. Calculation of per diem is the same as for Temporary Duty (TDY) travel, three-fourths per diem rate for first and last day of travel. The standard CONUS rate is subject to change so be sure and verify the rate in effect at the time of the travel.

- **Employee** - M&IE plus actual lodging costs not to exceed $109.00.
- **Spouse (not accompanying employee)** - entitled to the employee's rate indicated above.
- **Spouse (accompanying employee) and children 12 years and older** - will be three-fourths of the employee's rate - $81.75.
- **Children under 12 years -** one-half of the employee's rate - $54.50.

If there are days when no lodging costs are incurred, the employee is entitled to the $39.00 M&IE rate and family member's rate would be the appropriate percentages as indicated above.

The above rates are based on a move within the CONUS. When traveling OCONUS the calculation for en route travel will be based on the applicable locality rate. The same prorated calculations for family members will be used for the applicable locality rate.

Per diem on the Alaska Marine Highway will be the highest CONUS rate established by GSA. As of October 1, 2007, the rate is $64. Staterooms on the Alaska Marine Highway are considered part of the transportation costs, not lodging.

Lodging and common carrier (when authorized) receipts must be submitted with travel claim.

Chapter 5

Temporary Quarters

Note: New appointees and employees assigned under the Government Training Act (Public Law 85-807) are not authorized temporary quarters subsistence expense.

Temporary quarters is defined as any lodging obtained from private or commercial sources to be occupied **temporarily** by the employee or members of his/her immediate family until more suitable permanent lodging can be obtained. Temporary quarters subsistence expense (TQSE) is not an entitlement, but a discretionary allowance to be authorized only when the Agency determines it is in the best interest of the Government.

Mileage from the old duty station to the new duty station must be 50 miles or more for Temporary Quarters to be authorized. TQSE will not be authorized if an employee moves directly into Government-owned permanent quarters. TQSE should not be authorized if the employee had adequate opportunity during an extended temporary duty assignment to arrange for permanent quarters. Authorization must occur prior to the employee moving into the quarters.

Occupancy of TQSE must be completed within two years from the report date of the transfer or appointment. All members of the family must occupy temporary quarters concurrently and reimbursement is measured on consecutive days. Temporary Quarters Subsistence Expense begins when the employee or any member of the immediate family commences living in temporary quarters for which a claim is made. Once TQSE has begun, the period runs consecutively and can only be interrupted by temporary duty travel. If an employee moves into his/her permanent residence while awaiting settlement or arrival of household goods, this automatically terminates the temporary subsistence allowance.

Actual Expense Method for Temporary Quarters Subsistence Expense

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

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

Extensions of TQSE are not automatic. If it can be shown that the employee has not made a whole-hearted effort to locate permanent housing, requests for extensions will not be granted. Bureaus may allow additional extension(s) based on market conditions in the area, but the justification must be thoroughly documented and approved through the appropriate delegated authority.

Extensions of TQSE will be authorized only in situations where there is a demonstrated need for the additional time due to circumstances which have occurred during the first 30-day period, and which are determined to be beyond the employee's control, such as:

1. Shipment and/or delivery of household goods were delayed due to strikes or acts of God, such as hazardous weather, floods, fires, etc.
2. Sudden illness, injury, or death of employee or immediate family member.

3. New residence cannot be occupied because of unanticipated problems, such as delays in settlement.

4. Inability to locate a new residence adequate for the family needs because of housing conditions in the area.

Situations, which would not generally justify an extension of time in temporary quarters beyond 30 days include:

1. The spouse's continued employment in the old area, which delays the movement of the family to the new area.

2. The children's continued attendance in school(s) at the old duty location, which delays the family's move.

3. Inability to locate permanent quarters (rental, lease, or purchase) in an area of moderate housing availability, due to personal preferences and decisions.

4. Personal decisions to have a home constructed in areas of moderate housing availability. (Construction typically requires 90 to 120 days, or longer.)

5. Acceptance of an extended possession date at the time the contract for permanent quarters was signed.

6. Home marketing may not be used as justification for occupying temporary quarters or for extension of time in temporary quarters.

Reimbursement shall be on an **actual** expense basis for lodging, meals, and laundry/dry cleaning. Telephone charges, even though made in connection with locating permanent housing, are **not** reimbursable. Similarly, local transportation expenses, included those associated with obtaining permanent housing, are not reimbursable. Receipts are required for all lodging expenses and for any claimed amount over $75.00. Lodging receipts must show the name and address of the lodging establishment, as well as the period of time covered. Payments of lodging to relatives and/or friends are not reimbursable unless there are demonstrated justifications that the costs incurred equates to the added costs provided, as a result of housing the employee and/or his family. As to the reasonableness of expenses when staying with relatives, it has been held that it is not reasonable for employees to agree to pay relatives the same amounts they would have to pay for lodging in motels. A temporary quarters subsistence worksheet must be submitted by the employee itemizing all temporary subsistence expenses on a daily basis.

Maximum Reimbursement for Actual Expense Method

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

The daily maximum reimbursement allowed while occupying temporary quarters within CONUS is as follows:

	The "maximum daily amount" of TQSE under the actual expense method		
For:	**Employee and/or Unaccompanied Spouse may receive**	**Accompanied spouse or a member of the immediate family who is age 12 or older may receive**	**A member of the immediate family who is under age 12 may receive**
The first 30 days of temporary quarters	Standard CONUS rate, currently $109.00 per day	.75 times the standard CONUS rate, currently $81.75 per day	.50 times the standard CONUS rate, currently $54.50 per day
Any additional days of temporary quarters	.75 times the standard CONUS rate, currently $81.75 per day	.50 times the standard CONUS rate, currently $54.50 per day	.40 times the standard CONUS rate, currently $43.60

Reimbursement for OCONUS is also based on the same percentages as identified for CONUS.

Fixed Amount Method for Temporary Quarters Subsistence Expense

DOI allows employees to claim a fixed amount for TQSE; however, the employee must choose between the actual and fixed amount reimbursement prior to incurring TQSE expenses. The employee's decision must be indicated on the travel authorization and may not be changed at a later date. Fixed amount TQSE is limited to 30 days, but may be authorized for less than 30 days. No extensions are allowed under this method.

Under the fixed amount method, employees are entitled to three-fourths of the maximum per diem rate for the locality of the new duty station, plus an additional one-fourth for each member of the immediate family. There is no additional reimbursement if the amount is insufficient to cover actual expenses. No receipts or itemized worksheet are required with the travel voucher for temporary quarters subsistence expenses under this fixed method.

Chapter 6

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

The General Services Administration (GSA) provides employees with two options when transporting household goods and other personal effects from one duty station to another at Government expense. The two options are: 1) moving by Actual Expense Method or 2) by commuted rate schedule. It is the policy of the Department of the Interior to ship household goods by the Actual Expense Method whenever the GSA cost comparison indicates a $100 or more cost savings. When the Actual Expense Method is selected, the PCS Coordinator will initiate a Bill of Lading (BL).

The employee is billed for any non-allowable items such as weight in excess of 18,000 pounds or extra valuation insurance. However, if an employee elects to move the household goods by privately owned (or rental) truck, the employee will be reimbursed allowable expenses; not to exceed the cost of the Actual Expense Method/Bill of Lading Method.

Household Goods and Personal Effects

Household goods and personal effects transported at Government expense for an official change of station include household furnishings, equipment and appliances, furniture, clothing, books, snowmobiles and vehicles with two or three wheels (i.e., motorcycles, mopeds, golf carts, and similar property).

An employee may be authorized to ship professional books, papers, and equipment in addition to household goods. The term "professional books, papers, and equipment" includes those professional or specialized items and other materials that are personally owned by the employee for use in the performance of official duties. The term does not include a home office, shop fixtures, sports equipment or furniture; e.g., bookcases, file cabinets, desks, and racks of any kind even though used in connection with the professional books, papers, and equipment.

To obtain approval to ship professional books, papers, and equipment, the employee must submit a written inventory for review by the new supervisor in the gaining office. That supervisor shall review and certify that the professional books, papers, and equipment as itemized are necessary in the proper performance of the employee's duties at the new duty station and that if these items were not transported to the new duty station, the same or similar items would have to be obtained at Government expense for the employee's use at the new duty station. When professional books, etc., are shipped in the same lot with other household goods and personal effects using the actual expense method, the items must be packed and weighed separately. The BL must contain separate weight and cost associated with the professional book items.

Items listed below are not to be included in household goods shipments:

- Automobiles, trucks, vans, and similar motor vehicles; large boats that will not easily fit in with the HHG shipment; airplanes; gliders; mobile homes; camper trailers; and farming vehicles; outboard motors; major vehicle parts such as engines;
- Live animals, birds, fowls, and reptiles;

- Cord wood and building materials; and
- Property for resale, disposal, or commercial use rather than for use by the employee or the immediate family.

Note: Generally, the tariffs filed with the Department of Transportation prohibit household goods carriers from accepting the articles listed below for shipment. Employees are advised to consult applicable tariffs or to contact the carrier involved if problems arise concerning shipment of the following prohibited articles:

1. Property liable to impregnate or otherwise damage equipment or other property (e.g. hazardous articles including explosives, flammable and corrosive materials, poisons, etc.);

2. Articles that cannot be taken from the premises without damage to the article or premises;

3. Perishable articles including frozen foods, articles requiring refrigeration, or perishable plants unless:

    - Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading.
    - No storage of shipment is required.
    - No preliminary or en route servicing or watering or other preservative method is required of the carrier.

Weight Allowances

The weight of household goods and personal effects transported at Government expense may not exceed 18,000 pounds, no matter the family size or status. If the shipment exceeds 18,000 pounds, the employee will be billed for the excess charges. Professional books and papers do not count against this weight limit when authorized as noted on Page 17.

Disassemble/Reassemble

It is the employee's responsibility to disassemble before moving and to reassemble after moving the following items: ice maker refrigerator, swing sets, outdoor playground equipment, television and radio antenna, satellite dishes, storage sheds, gas dryers, pool tables, hot tubs, water beds, and dog kennel/dog run. If the employee is not qualified to complete this task, he/she may hire a certified technician and claim the charge as part of the miscellaneous expenses on the travel voucher.

Carrier Packing, Inventory, & Loading of Household Goods

The employee should watch carefully as the carrier packs, inventories, and loads the household goods. The employee should receive a complete copy of the carrier's inventory form. Notations should be made on the inventory form regarding any disagreement there may be with the carrier's evaluation of the condition of the household goods before the employee signs the inventory form. If the employee is claiming full valuation and there are any items of exceptional value, the employee should make certain that a copy of a bona fide, current appraisal is attached to the inventory copy being retained.

Carrier Delivery and Unpacking Of Household Goods

The moving company **will unpack household goods upon request**. This consists of unpacking the items and placing them on counter top, or tabletops, etc. The moving company is only required to place furniture one time - not moving it to several locations as the employee decides the best location. The employee should watch carefully as the carrier unloads and unpacks the household goods. Any damage or loss should be noted on the delivery receipt before it is signed. The carrier's driver should co-sign the notation. The carrier is also responsible for removing all the debris of everything they unpack

Loss or Damage of Household Goods

If the employee detects loss or damage upon delivery, the incident should be noted on the inventory. The carrier's driver should also sign. If the driver refuses, or if the loss or damage is discovered later, immediately call the carrier's destination agent and request a representative to verify the loss or damage. Promptly prepare a list of the lost or damaged items showing the following information for each item:

1. Carrier's inventory number
2. Description of item
3. Description of damage or statement of loss
4. Estimated purchase date and cost of the lost or damaged article
5. Repair or replacement costs
6. Estimated weight

The employee is responsible for submitting a claim to the carrier in writing that contains the information indicated above. A copy of the carrier's inventory form should be included and indicate if an inspection was made or refused. The carrier has 120 days to pay, decline, or offer a compromise settlement. If settlement is not reached at the end of 120 days, the employee should contact the PCS Coordinator for assistance.

Reimbursement for Shipping

There may be instances when an employee may want household goods located in multiple locations (across town or in another city) picked up and/or delivered. These special arrangements can be made provided the cost to the Government does not exceed the cost of shipment in one lot by the most economical route from the place of actual residence to the new residence at the official duty station. An extra pickup and/or delivery can be included on the BL if the extra stop is on the carrier's route; otherwise, a separate BL will need to be issued.

Commuted Rate Method (CONUS Only)

Employees should contact the PCS Coordinator for a GSA Transportation Management Services Solution (TMSS) cost comparison and further guidance before proposing to use this method. It is the policy of the Department of the Interior not to authorize the commuted rate method unless the Government determines it is the most cost effective means. If an employee elects to move his/her household goods via a rental truck and the actual expense method has been determined to be cost effective, this alternate method must be stated on the travel authorization and a GSA cost comparison as described above must be included with the travel voucher and all pertinent receipts. The cost reimbursed shall not exceed the lowest quote provided by TMSS based on the actual weight of the shipment. A quote must be requested from the PCS Coordinator no more than 5 business days after household goods have been weighed at destination.

If the employee chooses to move household goods by the commuted rate method, reimbursement for authorized charges must be itemized on an SF-1012, Travel Voucher. The following supporting documentation must be included:

- If a commercial carrier is used, obtain a receipted copy of the bill of lading, including any attached weight certificates.

- If a commercial carrier is not used, obtain proper weight certificates showing date weighed, gross weight (vehicle and household goods), and tare weight (vehicle alone). When hauling goods in several trips, weight certificates are required for each trip. Reimbursement is based on the cumulative total of all weight certificates that have been signed by the individual operating the scales. If the scales are not available at the point of origin, a weight certificate must be obtained at some point en route. If household goods are weighed en route, a statement must appear on the voucher that no additional household goods were obtained between the origin and destination points of the shipment.

- The net weight of the household goods must not include property for resale or disposal, boats, airplanes, mobile homes, motor vehicles (other than two or three wheeled vehicles such as golf carts, mopeds, motorcycles, snowmobiles), wine or liquor, livestock, property belonging to persons other than employee and immediate family, property intended for use in a business or commercial enterprise, or property that is illegal to transport according to interstate commerce.

Shipment of Household Goods To and From OCONUS

This section contains special rules that are applicable to the transportation of household goods at Government expense to, from, and between points OCONUS.

Allowable Costs

Actual expense basis. Transportation authorized under this subparagraph shall be the actual expense basis. Actual expenses include the costs of transportation of household goods, packing, and crating (including packing and crating materials and temporary containers), unpacking, and other necessary accessorial charges within applicable limits.

Drayage. If door-to-door common carrier rates are not applicable, allowable costs include the actual costs of drayage to and from the common carrier for goods not in excess of the authorized weight.

Lift vans. Charges allowable for packing, crating, and for transportation include expenses incurred in hiring, transporting, and packing lifting vans when shipments are made in whole or in part by water, but do not include charges in connection with any shipment or storage of empty lift vans or import duties on lift vans.

Valuation. The valuation of property as declared for shipping will not exceed that to which the lowest freight rates will apply. An employee may declare excess valuation above the minimum permitted if he/she assumes all additional expenses as a result of the excess valuation including the cost of insurance needed to protect the higher valuation.

Procedures Applicable

Transportation and related services. The allowable transportation and related services may be obtained from any available commercial carrier, except that all shipments of property by water shall be made on ships registered under the laws of the U.S. whenever such ships are available.

Use of Bill of Lading. Commercial shipments will be made on Bills of Lading or purchase orders whenever possible; otherwise, reimbursement shall be made to the employee for transportation expenses actually and necessarily incurred within the limitations prescribed by this section.

Itemization of charges. If the services rendered cover, in addition to transportation, other services such as packing, crating, drayage, unpacking, and temporary storage, the total charge for the services shall be itemized to show the charge for each service.

Temporary Storage of Household Goods

Temporary storage may be authorized for 90 days or less. Charges incidental to and arising from temporary storage of household goods and personal effects are considered part of the actual storage and drayage from place of storage to the new residence. Storage of household goods beyond 30 days is treated as a taxable income item and is reported to the payroll office. Please be aware that this is reported taxable income paid to a 3rd party and will be reflected on the employee’s Leave and Earnings Statement. Please contact the PCS Coordinator for more information on expected storage over 30 days.

Extension of Storage Time Allowed

The initial 90 days of temporary storage may be extended for an additional 90 days, or portion thereof, if warranted. The employee may request such additional 90 days by sending a memo to the delegated authority. Examples of circumstances that could justify the additional 90 days are:

1. An intervening temporary duty assignment or long term training agreement.

2. Non-availability of suitable housing at the new duty location.

3. Serious illness of employee or illness/death of dependent.

4. Delays in construction work on a new or renovated residence.

5. Strikes, acts of nature or other circumstances beyond the control of the employee.

The maximum number of temporary storage days the Government will pay for is 180. If a shipment is in storage past 180 days, it will be converted to commercial storage and the insurance coverage under the Government contract terminates. The employee is still entitled to a delivery out of storage at Government expense even if the time in storage exceeds 180 days as long as the delivery out of storage is prior to the ending date of the 2-year period allowed for completion of a PCS. The only exception to this time limit would be if an extension has been granted for the relocation.

Chapter 7

Transportation of a Privately Owned Vehicle (POV)

The shipment of a POV is not an entitlement, but a discretionary allowance to be authorized only when determined to be in the best interest of the Government and pursuant to the conditions described below. The shipment of a POV must always be documented on a travel authorization.

Within CONUS

DOI Regulations allow for the shipment of a POV in connection with the transfer of an employee within CONUS or a new appointee or student trainee who resides in CONUS to his/her first duty station, ONLY if the Department is accelerating the employee's arrival and early work availability at the new duty station and it is for the benefit of the gaining office.

If a determination is made that there shall be an accelerated reporting date for the employee, the shipment of the vehicle will be handled on a separate BL which will be initiated by the PCS Coordinator to cover the vehicle shipment. The POV will not be included as part of the employee's household goods shipment.

It is not permissible to ship one POV and drive a second POV since the purpose of authorizing shipment of a POV is to expedite the employee’s arrival at the new duty station. If the employee must report to the new official station several weeks before the members of the immediate family, the Government can pay to ship one POV (the employee’s) and pay for the family members to travel in the second POV at a later date. There must be compelling reasons why the family must travel at a different date. Under no circumstances will more than two (2) POVs be shipped and the reasons for shipping two vehicles must be fully justified.

When a POV has been approved for shipping to the new official station, the Government will not pay for shipping additional personal items by air freight or pay excess baggage charges. **Likewise, the employee will not be reimbursed for a rental car or taxi at the new duty station while waiting for delivery of the POV**. Additionally, the Government cannot provide a Government vehicle for the purpose of commuting to and from work while waiting for the arrival of the POV.

Insurance coverage on the POV while being transported to the new duty station may vary between different insurance companies; therefore, employees should consult with their insurance company regarding the coverage during shipment.

Outside CONUS

An employee who is authorized to transfer to a post of duty OCONUS, or a new appointee or a student trainee assigned to the post of duty may be approved to ship a POV to that post of duty. Only one POV may be transported at the Government expense to the post of duty. POV must be transported to the actual post of duty and not to an alternate location. A replacement POV may be authorized after every four years of continuous service beginning on the date the employee first had use of the POV being replaced. Generally speaking, if the Government has authorized the employee to have a POV shipped to the post of duty, it will authorize return shipment.

Chapter 8

Transportation of Mobile Home

An employee may transport a mobile home from the old duty station to the new duty station, provided that the mobile home is to be used as the employee's primary residence at the new duty station and the new duty station is within CONUS or Alaska.

Certification

In order to be eligible for this allowance, the employee must make written certification on the SF 1012, Travel Voucher that the mobile home is for use as the primary residence for the employee and his/her immediate family at the new duty station.

Reimbursement

The reimbursement for transporting a mobile home for use as a residence may not exceed the maximum amount that is allowable for the transportation of household goods and up to 90 days of temporary storage for those goods (18,000 pounds maximum). The basis for the comparative cost is the commuted rate system prescribed by GSA.

Method of Transportation

If a commercial carrier transports the mobile home, reimbursement allowable is the actual amount charged by the commercial transporter, not exceeding the applicable tariff approved by Federal or State regulations for a mobile home unit of the size and type for the distance involved. This allowance includes: ferry fares; bridge, road, and tunnel tolls; taxes; charges of fees fixed by a State or other Government authority for permits to transport mobile homes in or through its jurisdiction; and carrier's service charge for obtaining necessary permits.

Preparation expenses specified under 302-10.204 will be allowed. This allowance does not include costs of preparing mobile homes for movement, maintenance, repairs, storage, insurance for valuation of homes above carriers' maximum liability, nor charges designated as "special services."

When transporting a mobile home by means other than a commercial carrier, such as when towed by a POV, the allowed reimbursement rate is 11 cents per mile for all transportation costs, including ferry fares, bridge, road, and tunnel tolls, and similar charges. No other allowance is made for transportation of a mobile home under this section. However, payment of the mileage allowance for use of a privately owned vehicle may be made as provided in Chapter 4 of this Handbook, in addition to the 11 cent allowance.

When transporting a mobile home partly by commercial carrier and partly by private means the allowances apply for each respective portion as described above.

Reimbursement is made upon receipt of the claim on SF-1012 Travel Voucher supported by receipts showing an itemized list of charges made by commercial carrier at 11 cents per mile for transportation costs plus the applicable rate for use of a privately owned vehicle.

A mobile home may also be transported by use of a Bill of Lading. Employees should contact their PCS Coordinator for information and/or issuance of a Bill of Lading.

There is detailed guidance on preparing a mobile home to be transported. Employees should contact their PCS Coordinator for up-to-date information.

Allowance for temporary quarters for employee and immediate family may be authorized only while awaiting arrival of a mobile home being shipped by a commercial carrier, not when being transported by a POV.

Chapter 9

Real Estate Expenses and Unexpired Leases

This section is not applicable to new appointees and employees assigned under the Government Training Act (Public Law 85-807) as they are not authorized reimbursement for real estate expenses for the purchase or sale of a home or expenses associated with unexpired leases.

A transferring employee must have approved Permanent Change of Station move authorization and a signed employment service agreement to be entitled to real estate expenses. The residence must be the actual residence or dwelling that employee commutes to and from on a daily basis and it must be the employee's residence at time the employee was officially notified of the move by competent authority. The distance from old to new duty station must be more than 50 miles from old to new duty station in order to qualify for reimbursement of real estate expenses.

Once an employee is authorized to move and met the conditions described above, the employee may be reimbursed for certain real estate expenses in connection with:

- Sale of residence at old official station.
- Purchase (including construction) of a dwelling at new station.
- Settlement of an unexpired lease at old station.
- A mobile home that the employee uses as their residence and the lot on which it is located (old or new station).

To be eligible for reimbursement, the title to the residence at the old or new station (or the interest in a cooperatively owned dwelling on a pro rata basis; or an unexpired lease) must be either in the employee's name solely, in the employee's name jointly with one or more members of their immediate family, solely in the name of one or more members of the employee's immediate family, or with an individual accommodation party (an individual who signs an employee's financing agreement, e.g., a mortgage to lend his/her name (i.e., credit) to the arrangement.

Any land sold must be reasonably related to the residence site. Sale of excess acreage will be at the employee's own expense.

The settlement dates for the sale and purchase or lease termination transactions for which reimbursement is requested may not take place later than 2 years after the date on which the employee reports for duty at the new official station. However, upon written request and before the 2-year period is completed, an additional period of time, not to exceed 2 years, may be authorized if circumstances warrant. Such written requests should be made through the PCS Coordinator for processing.

Employees may not receive an advance of funds for residence transaction expenses.

Reimbursable Expenses

The following is a general list of reimbursable expenses relating to the sale or purchase of a residence (reimbursement may not exceed amounts customarily paid in the locality of the residence):

- Brokerage fees for the commission paid to a real estate agent for the sale of the employee's former residence and fees for a listing service, if not included in the commission paid to the broker or real estate agent (sale only).
- Advertising in the newspaper and/or other media when a direct sale is made without the services of a real estate agent (sale only).
- Appraisal fee for sales price and purchase for the residence.
- Legal (attorney) and related fees for searching the title, preparing abstracts, and providing a title opinion; costs of preparing conveyances, other instruments and contracts; related notary fees, cost of making surveys, preparing drawings or plats, recording fees and recording taxes (or other charges incidental to recordation), document preparation and flood certification.
- Penalty charge for prepayment of the mortgage on the employee's current residence when provided for on the mortgage instrument - not to exceed 3 months interest - (sale only).
- Inspection (environmental and property) when required by the mortgage lender incident to obtaining financing (purchase only).
- Credit report when required for financing (purchase only).
- Mortgage title insurance policy - paid for by employee, on a residence purchased by the employee for the protection of, and required by the lender (purchase only).
- Owner's title insurance policy - provided it is a prerequisite to financing or the transfer of property and the cost of other insurance that is a prerequisite to financing, or to transfer of property (sale only).
- Escrow agent's fee or settlement fee for closing a real estate transaction.
- State revenue stamps.
- Transfer or mortgage taxes.
- Loan origination, generally limited to 1 percent of the amount of the new loan (purchase only).
- Loan assumption, loan transfer fees, administrative fees, processing fees, and similar charges to that of the loan origination fee may be reimbursed in lieu of the loan origination, or in conjunction with, but not to exceed 1 percent of the amount of the new loan. Federal Housing Authority (FHA) or Veteran's Affair (VA) application fee (purchase only).
- Expenses in connection with construction of residence, which are comparable to expenses reimbursable in connection with, purchase of existing residence.
- Amortization schedule (sale and purchase).
- Power of Attorney (trustee fee) (sale and purchase).
- Release fee (sale only).
- Title examination (sale and purchase).
- Title insurance binder (in lieu of title search) (sale and purchase).
- Inspections (e.g., radon or termite).
- Bridge loan and 2nd mortgage fees (purchase only).

Non-reimbursable Costs and Limitations

In accordance with the real estate expense provisions of the Federal Travel Regulations, the following are non-reimbursable:

- Cost of litigation
- Broker fees or commissions paid in connection with the purchase of a new home
- VA funding fee
- Mortgage insurance premium (MIP)
- Administrative fee (part of loan origination fee)
- The cost of owner's title insurance, "record title" policy or mortgage insurance against damage or loss of property for one's own protection
- Maintenance and operating costs
- Property taxes
- Mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions
- Hazard insurance
- Flood insurance
- Home warranty
- Warehouse fee
- Homeowner/condo fee
- Delivery, courier, mailing fees, or wire transfer fees when necessary for the sale/purchase of the residence and when procured by the employee or someone working with the employee. If procured by the lender, not reimbursable. The fee is then considered a finance charge.

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

Expenses that result from construction of a residence, except expenses that are reimbursable on the purchase of a home, are not reimbursable.

In addition, the following limitations apply to real estate transactions:

- Sale of residence - allowable reimbursement expenses shall not exceed 10 percent of the actual sale price.
- Purchase of residence - reimbursement shall not exceed 5 percent of the purchase price. (FTR §302-11.300)
- Costs previously paid to a 3rd party relocation company or required to be reimbursed to a 3rd party relocation company for appraisals, title search fees, inspections, etc.

Reimbursement for Real Estate Transactions (Sales or Purchases)

For reimbursement purposes, the following documentation must be submitted:

1. Travel voucher (completed in ink) with appropriate signatures

2. Form: *Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or Both) of Residence Upon Change of Official Station;*

3. Settlement Statement (the employee must submit the final executed and signed copy; preliminary or estimated statements cannot be substituted);

4. Purchase and/or Sales Agreement: (note that the employee cannot substitute Deed of Trust or escrow instructions). (The Purchase or Sales Agreement is the initial agreement negotiated between the purchaser and seller stating the terms and conditions of purchase or sale; it is a binding contract when signed.)

5. Loan closing statements; and

6. Receipts for all items paid outside of closing (POC); e.g., appraisals, credit report, and attorney's fees. (FTR §302-11.302)

Settlement of an Unexpired Lease

Expenses incurred for settling an unexpired lease (including month-to-month rental) at the old duty station may include broker's fees for obtaining a sublease or charges for advertising an unexpired lease. Such expenses are reimbursable if one of the following conditions is met:

- Terms of the lease provide payment of settlement expenses; or
- Such expenses cannot be avoided by sublease or other arrangement; or
- The employee has not contributed to the expense by failing to give lease termination notice promptly after having had definite knowledge of the transfer; or
- The broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

An employee seeking reimbursement must provide an itemized list of such expenses on the travel voucher and attach receipts and a copy of the lease.

Chapter 10

Relocation Services

This section is not applicable to new appointees and employees assigned under the Government Training Act (Public Law 85-807) as they are not authorized the use of a relocation services contract.

Relocation services are services provided by a private company under a contract to assist the employee in relocating to a new official station. Government contracted relocation companies provide assistance to employees by:

- Making the employee an offer based on the appraised value of the home
- Providing marketing assistance at reduced rates through the Buyer Value Option
- Offering some services at the new station for renters/buyers at no cost to the employee or the agency.

In order to be eligible, the employee's home must be the actual residence owned and occupied by the employee at the time he/she was first informed of the transfer. The residence must be the place from which the employee regularly commuted to and from work when the employee received the official notice to relocate.

Relocation services are available to transferring employees who have been authorized the use of relocation third party services program. All homes may not qualify or be accepted into the program. These services are available to transferring employees who are eligible for reimbursement of real estate expense. The PCS Coordinator will provide advice to any employee authorized to use a third party relocation service. The PCS Coordinator will discuss the services available through the relocation service contract upon being selected for a new position or being advised of an impending relocation.

The relocation services contractor shall confirm that the employee is aware that he/she will be required to market the home independently by listing the home with a real estate broker in order to be eligible for the home sale service portion of the contract.

An employee has the right to cancel the request for relocation services or to reject an offer received from the contractor at any time prior to acceptance of the offer. If the services are canceled or rejected, the contractor will be paid by the Government for all inspection fees, title search costs and appraisal costs that were incurred up to the point of cancellation/rejection. The employee is entitled to copies of any document(s) paid for by the Government that would be usable by the employee in selling the home on a reimbursement basis.

If during the appraisal process or the 60-day acceptance waiting period the employee receives an offer from an outside party that is equal to or more than the Government-contracted company's offer, the offer should be turned over to the relocation company. If the employee should decide not to turn the offer over to the contractor, and the offer falls through, this will automatically cancel participation in the program and the employee will not be reimbursed for any fees that the relocation service has incurred.

Marketing strategies, recommendations and advice furnished by the contractor shall be provided in writing upon request of the employee.

The contractor shall advise the employee that any listing agreement must contain the following exclusion clause:

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

It is important that the employee keep the gaining office informed of the status of the home sale. If the employee decides to use the relocation service but delays initiation and in the meantime sells the house through a real estate agent without going back to the relocation contractor, the employee will not be eligible for the home sale incentive program. In the case of the above situation, the gaining office should also notify the relocation contractor and cancel the order and deobligate the funds.

Following is a brief summary of the relocation service eligibilities and processes. This is clearly a complex area and not all scenarios may be addressed in this booklet. The employee should contact the PCS Coordinator in the new duty station area with any questions.

Non-eligible Properties:

- Mobile/manufactured/modular homes (whether or not affixed to real property owned by the employee)
- Cooperative Units
- Houseboats
- Non-insurable homes
- Homes that cannot be financed (Federal or conventional)
- Homes on which construction has not been completed
- Homes that do not comply with State and local codes
- Contaminated homes - Urea foam formaldehyde insulation (UFFI), radon, etc.
- Homes without foundations
- Employee owned rental properties
- Homes located outside the United States and its territories
- Homes that cannot be valued through the relocation appraisal process, such as homes in remote and inaccessible locations that lack comparables or are otherwise deemed unmarketable. The determination of such a home is at the discretion of the contractor.

Eligible Properties:

- Must be the primary residence owned and occupied by employee at the time of the initial official notification of transfer.
- Must be the place from which transferee commutes to and from work on a daily basis.
- Homes in the name of the employee.
- Homes in the joint name of the employee and one or more members of his/her immediate family as defined previously.

Title must be vested:

- Solely in the name of one or more members of the employee's immediate family or

- In the joint name of the employee and a separate unrelated joint owner (including a divorced or permanently separated spouse) – subject to pro rata reimbursement based on the percentage of the ownership of the vended property.

An employee will not be eligible for home sale services unless all owners satisfy the Government and the contractor of their willingness and ability to pay their proportional shares of the contract cost directly to the contractor. The Government will pay only a proportional share of the contract cost if:

- Any person(s) other than immediate family members owns a share in the residence.

- The residence is a duplex or other type of multiple-occupancy dwelling that is owned by an employee and/or his immediate family and is only partially occupied by the employee. (This restriction is not applicable to a case where an employee owns a condominium unit).

Sale of excess acreage will be at the employee's expense. Excess acreage is land that does not "reasonably relate" to the residence site, as determined by the relocation company.

How to Begin

The following steps must be followed in order to initiate services with a relocation contractor when authorized:

1. Employee must complete the agency's "Request for Contractor Provided Relocation Services" form to request or decline the relocation services. A denial of the services is final and may not be changed.

2. If the employee accepts the services, the gaining office must prepare a requisition to order the services.

3. The Acquisition Office will issue a purchase order and forward the purchase order to the relocation company.

4. Within 24 hours after receiving the purchase order, the relocation company will contact the employee and describe the services and explain the process in detail.

5. Within 5 working days after contact with the employee, the company will mail a relocation package to the employee. The package will contain materials pertaining to the program, confirmation of the phone conversation, an appraiser list, and a disclosure statement.

Buyer Value Option

1. This is considered the most cost effective method when using third party services. The relocation contractor will contact the employee to discuss the marketing assistance available. If the employee can successfully market the home prior to the contractor appraisal process,

this will significantly reduce the fees/expenses paid to the third party service contractor.

2. The employee should work closely with the PCS coordinator and the relocation contractor to understand the process flow under this option.

Appraisal Process

1. Within 3 working days after receipt of the purchase order, the relocation contractor will contact the employee to discuss the appraisal process and provide the employee with a list of qualified, certified appraisers, if not marketing under the buyer value option.

2. Within 2 working days after receipt of the appraiser list, the employee shall choose two appraisers and one alternate in order of preference. NOTE: The employee may choose an appraiser who is not on the list; however, the appraiser must meet contract requirements.

3. Upon receipt of the disclosure statement and notification of the transferee's choice of appraisers, the contractor shall, within one working day, order two independent appraisals, a title search, and any known required inspections. Appraisal reports and any inspections requested by the appraisers must be completed within 30 working days from the date of the appraiser selection. An extension of an additional 15 days may be granted if circumstances warrant. Delay in completion of a home inspection report is not an acceptable basis for delay of an appraisal or an offer.

The Appraisal

1. Will be made on the property in an "as is" condition.

2. Will utilize "Employee Relocation Council" appraisal form.

3. Will be based on a market time of 180 days or the average time for the particular area (from the date of listing to the date of sale) whichever is less.

4. Will require a third party appraisal, if there is a 5 percent or greater variance between the two appraised values.

5. Will permit the employee to submit comparable sales for the appraisers' consideration although the appraiser may choose not to accept the comparables.

The Offer

1. Within 2 working days of completion of the appraisal process, the company will make the employee a verbal offer. This offer will be the average of the 2 values or, in the case of a third appraisal, the average of the 2 closest appraisals.

2. The employee has 60 days from the date of the verbal offer to accept or reject the company's appraised value offer or utilize the amended value offer option (see page 37).

The Home Repairs

> Before they make an offer, the contractor will obtain estimates of repair and re-inspection costs from established, reputable, independent contractors. The employee, at their discretion, may elect to arrange for the estimates without the contractor's help. If the cost for repairs exceed $1,000, and the employee and contractor cannot come to agreement on the original estimate, the contractor shall order a second estimate. The scope of work for which estimates are obtained shall be limited to the minimum work required to bring the home up to standards set by the applicable law ordinance, regulation or code. The contractor shall be responsible for the costs of obtaining these estimates.
>
> If the employee elects to complete any repairs and re-inspections, the employee will be required to complete these repairs prior to acceptance, but no later than 30 calendar days after receipt of the appraised value offer.

The Appeal

A request to reevaluate the appraised value offer may be initiated by the employee. The request for re-evaluation must be submitted by the employee within 30 calendar days from receipt of the written offer. Reevaluation should be completed within the 60-day acceptance period.

The Acceptance of the Relocation Company's Appraised Value Offer

The employee signs the contract of sale, has it notarized, and returns it to the company.

The Amended Value Sale

An employee receiving an offer from an outside party may be eligible for the amended value program if the following procedures are followed:

1. The employee may not sign a third party offer or binder, accept earnest money, or accept a down payment on a home, and

2. The exclusion clause must be in the listing agreement.

The company will then determine whether:

1. All contingencies are acceptable.

2. The offer will net a greater return than the company's offer.

If so, the company will:

1. Instruct the employee to change the company's contract of sale to the higher offer price.

2. Instruct the employee to send the company a properly executed amended contract of sale, unsigned third party offer, and other necessary documents.

Following receipt of the paperwork, the relocation company will calculate and pay the equity to the employee, based on the amended value. The employee bears no risk if the sale falls through or if the original terms change. If the sale should fall through, the sale will revert to an appraised value sale and be filed accordingly.

The employee may be eligible for the Home Marketing Incentive Award if this option is used. See Chapter 11 for more information.

The Payment of Equity

For property not vacated at the time of acceptance:

1. The company will pay 95 percent of the equity within 5 working days after the company's receipt of acceptance and execution of the contract of sale by the contractor.

2. The five percent balance will be paid to the employee upon vacating.

For property vacated at the time of acceptance:

The payment will be 100 percent of equity within 5 working days after receipt of the acceptance and execution of the contract of sale.

If the mortgage balance exceeds the accepted sales price, the employee must pay the contractor the deficit concurrent with the execution of sale.

The Vacating Date

- The employee must vacate the property within 45 days after the day of acceptance.
- The employee must maintain the property in the same condition as when it was appraised.
- The employee is responsible for carrying costs; i.e., mortgage, utilities, insurance, etc., until the vacate date.
- The employee transfers title directly to the contractor at the time of acceptance or the vacating date, whichever is later.

Other services offered at no costs to the employee or the Government include:

- Marketing assistance -- at old duty station
- Renter assistance -- at new duty station
- Buyer assistance -- at new duty station
- Mortgage counseling -- at new duty station

No Dual Benefits on a Real Estate Sale

When an employee elects to use the Relocation Services for the sale of residence, no additional expense may be reimbursed to the employee for the sale of that residence.

Chapter 11

Home Marketing Incentive Payments

This section is not applicable to new appointees and employees assigned under the Government Training Act (Public Law 85-807) as they are not authorized a home marketing incentive payment.

The DOI Financial Administration Management (FAM) 2006-013 provides authority for the agency to pay a home marketing incentive to a transferred employee who successfully markets his/her home while participating in the third party relocation service program. (http://www.doi.gov/pfm/fams/fam2006-13.html)

Eligibility

Participation in the program requires the employee to be authorized the use of the third party relocation service contractor under contract to GSA to provide home sale and home purchase services.

The gaining office will have discretionary authority on whether or not to authorize the use of third party relocation services and the authorization must be clearly documented on the travel authorization.

An employee being transferred for his/her benefit or convenience is not entitled to relocation allowances or eligible for participation in the relocation services home sale program.

An employee not authorized to participate in the third party relocation service program is not eligible for the home marketing incentive.

A transferred employee who successfully markets his/her home while participating in the third party relocation service program is eligible for an incentive award upon meeting the following conditions:

1. The employee lists his/her home with a realtor prior to enrollment in the relocation service (an exclusive clause must be in the real estate listing agreement that allows the employee to sell the residence to the relocation contractor).

2. The employee enrolls his/her residence in the relocation service program within ten days of notification of authorization to move.

3. The employee finds a buyer for the home. (The Buyer Value Option or Amended Value Option will apply. See Chapter 10 for further information.)

4. The relocation service contractor determines the prospective buyer is qualified and made a bona-fide offer.

5. The employee transfers the residence to the relocation contractor.

6. The agency pays a reduced fee (i.e., amended value fee) to the contractor. Should the sale fall through, there will be no entitlement to the incentive award.

The primary purpose of the home marketing incentive program is to reduce the total cost associated with relocating an employee. Home marketing may not be used as a basis for justifying occupancy of temporary quarters or an additional period of temporary quarters may not be approved to allow more time for home marketing.

The amount of the incentive payment will be the lesser of:

- Three percent of the price the third party relocation service contractor paid the employee for the residence,

- The government savings resulting from the amended value sale, or

- $10,000.00.

The home marketing incentive payment will be claimed on an SF-1012 Travel Voucher and paid to the employee by the DOI payroll office or finance office. Payment to the employee will not occur until after all payments have been made to the relocation services contractor. The Internal Revenue Service Code requires the appropriate withholding for Federal, state and local income tax, Social Security and Medicare taxes. The gross amount of the payment will be included in the employee's taxable income on the Leave and Earnings Statement and on the W-2. Home marketing incentive payments are not covered by the withholding tax allowance (WTA) or the relocation income tax allowance (RITA).

Chapter 12

Withholding Tax Allowance (WTA) and Relocation Income Tax Allowance (Rita)

The Withholding Tax Allowance (WTA) and the Relocation Income Tax Allowance (RITA) are allowances established to assist employees with the additional Federal, State or local income tax liability incurred as a result of a move. The allowances are developed by GSA in conjunction with the IRS.

These allowances are based on the assumption that relocated employees will itemize their deductions, rather than take the standard deduction on their tax return. Employees should review the IRS publications mentioned below and seek professional tax advice to determine how the relocation affects their personal tax situation.

Withholding Tax Allowance (WTA)

The WTA is actually an advance estimate of the RITA. To defray an employee's out-of-pocket expenses, a WTA will be added to travel vouchers. Each time covered taxable moving expenses are paid to the employee, the Travel Management /Finance Office will calculate the WTA and add it to the voucher. The WTA only covers the estimated Federal withholding tax amount. The reimbursement amount the employee will receive will be the amount claimed less deductions for non-reimbursable items and the estimated amounts withheld for State taxes and FICA/Medicare.

The WTA is considered taxable income, and is subject to tax withholding. The total amount of an employee's WTAs paid during a calendar year, as well as the total of all other allowable moving expenses, is included on the W-2 as wages, tips, and other compensations.

Relocation Income Tax Allowance (RIT allowance or RITA)

The difference between the WTA and the RITA is that the WTA is an estimate of the Federal withholding taxes due and the RITA uses actual figures provided by the employee to determine the Federal, State, and local tax effects from the move.

The RITA is calculated the year after the reimbursements involving taxable moving expenses along with a WTA are received. For each year in which the employee receives a payment of covered taxable moving expenses and WTA, the following year the employee must submit a RITA travel voucher. The RITA utilizes actual figures provided by the employee to calculate the proper amounts that should have been reimbursed for Federal, State and local taxes.

To file a RITA claim, the employee must submit an SF 1012 (Travel Voucher), the Relocation Income Tax Allowance Certificate, copies of all W-2 forms and SE 1040 (self employment) forms for the employee (also for spouse if filing jointly). Form 1099s are not applicable; the RITA is based only on earned income. All necessary forms will be provided to the employee by the Travel Management /Finance Office.

If the employee has been reimbursed more WTA than the RITA allowed, the employee will receive a bill of collection for the overpayment of the WTA. If the employee has not received enough WTA for the moving expenses, the employee will receive a payment to make up the difference.

Like the WTA, the RITA is considered taxable income; it is subject to tax withholding and must be reported on the W-2.

Employees who are relocating should be aware that the Internal Revenue Service (IRS) considers certain expenses and allowances to be reported as income. Those that are not taxable generally may be deducted when filing the annual tax return. The following IRS publications may be helpful to the relocating employee: 1) Publication 463 – Travel, Entertainment, and Gift Expenses; 2) Publication 521 – Moving expenses; 3) Publication 525 Taxable and Nontaxable Changes; 4) Publication 553 – Highlights of Current Tax Changes.

Taxable Reimbursements:

- All househunting expenses, including airfare and rental car
- En route M&IE (meals and incidental expenses)
- Mileage over 27 cents per mile incurred during en route travel
- Temporary storage of household goods over 30 days
- Non-temporary storage of household goods
- Temporary quarters expenses
- Miscellaneous expense allowance
- Real estate expenses
- Home marketing incentive payment
- Withholding tax allowance (WTA) and relocation income tax allowance (RITA)

Reimbursement for all the above expenses are included in the gross income reported on an employee's W-2 form for the tax year in which reimbursement is paid.

Non-Taxable Reimbursements:

- Reimbursement for en route transportation (under 27 cents per mile) and lodging expenses
- Shipment of household goods and the first 30 days of storage
- Shipment of privately owned vehicle
- Payment to third party relocation service for sale of residence

Taxes will be withheld directly from the travel voucher payment. Any taxable payments made to a third party service on the employee's behalf, are still considered taxable income and could impact the income reported on the employee's Leave and Earnings Statement.

Chapter 13

Miscellaneous Expense Allowance

This allowance is authorized to defray various contingent costs associated with an authorized change of official station.

Exclusions: New appointees and employees assigned under the Government Training Act (Public Law 85-807) are not authorized a miscellaneous expense allowance.

Types of Costs Covered

Reimbursement is allowed for, but not limited to, the following types of costs:

1. Connecting, disconnecting appliances, equipment, and utilities. (e.g., washers, antenna system, swimming pool, ice maker refrigerator).

2. Converting appliances so they are operable under available utilities at new official station.

3. Unblocking, blocking, and related expenses in connection with relocating a mobile home, but not the transportation costs.

4. Cutting and fitting rugs, draperies, and curtains moved from one permanent residence to another.

5. Utility fees, deposits, and relocation expenses that will not be offset by eventual refunds.

6. Forfeiture losses on medical, dental, and food locker contracts that are not transferable.

7. Automobile registration, drivers' license, and use tax imposed for bringing automobiles and mobile homes into some jurisdictions.

8. Adjustments to old furnishings (e.g., grandfather clock, piano tuning, washer cycle check, adjustment to refrigerator).

9. Telephone calls and telegrams concerning otherwise allowable expenses, such as long distance telephone calls made in connection with the sale of residence at old duty station.

10. Forfeited purchase deposit when transfer prevented employee from completing a planned purchase of property at old duty station.

Types of Costs Not Covered

This allowance shall not be used to reimburse the employee for costs or expenses exceeding maximums provided by statute or regulations; costs reimbursed under other laws or regulations; costs incurred because of personal reasons or preferences and not required because of move; losses covered by insurance; fines or other penalties; judgments, court costs, and similar expenses from civil actions; or any other expense caused by circumstances, factors, or actions, in which the move to a new duty was not the proximate cause. Examples of these are as follows:

- Losses in selling or buying real and personal property and costs items related to such transactions;
- Cost of additional insurance on household goods while in transit to the new official station or cost of loss or damage to such property;
- Additional costs of moving household goods caused by exceeding the maximum weight limitation for which the employee has eligibility as provided for;
- Cost of newly acquired items, such as the purchase or installation cost of new rugs or draperies;
- Higher income, real estate, sales, or other taxes as the result of establishing residence in the new locality;
- Fines imposed for traffic infractions while en route to the new official station;
- Losses as the result of the sale or disposal of items of personal property not considered convenient or practicable to move;
- Damage or loss of clothing, luggage, or other personal effects while traveling to the new official station locality;
- Medical expenses due to illness or injuries of the employee or members of the immediate family while en route to the new official station or while living in temporary quarters at Government expense;
- Costs incurred in connection with structural alterations; remodeling or modernizing of living quarters, garages or other buildings to accommodate privately owned autos, appliances or equipment; or the cost of replacing or repairing worn-out or defective appliances, or equipment shipped to the new location.

Allowable Reimbursement Amounts

The amounts listed may be paid without support or other documentation

- $500 or the equivalent of 1 week's basic pay, whichever is less, for an employee without immediate family.
- $1000 or the equivalent of 2 week's basic pay, whichever is less, for an employee with immediate family.

An amount in excess of that listed above may be approved if the claim is supported by receipts or other acceptable evidence justifying the amounts claimed, provided the aggregate amount does not exceed:

- One week's basic pay at the time an employee without immediate family reports for duty.
- Two week's basic pay at the time an employee with immediate family reports for duty.

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

Chapter 14

Overseas Tour Renewal Agreement Travel

Overseas Tour Renewal Agreement Travel (OTRAT) refers to travel of the employee and his immediate family returning to their home in the continental United States, Alaska, or Hawaii between overseas tours of duty. The Department has determined that OTRAT is necessary for recruitment and retention of employees in a post of duty overseas or in remote locations of Alaska and Hawaii. Points of contact are the PCS Coordinator and the servicing Human Resources Office.

Definitions

Immediate Family. Includes those individuals listed in 41 CFR 300-3.1 as well as:

1. **Spouse**. A spouse is an employee's legal husband or wife who is a member of the employee's household at the time the employee reports for duty.

2. **Former Spouse**. A former spouse is a legally separated or divorced spouse of an employee. Former spouses retain certain transfer of station entitlements when their former spouse earned these rights upon transfer to an overseas or OCONUS location and completed the requirements of their Initial Overseas Agreement.

3. **Child of Employee**. The child of an employee must be under 21 years of age and unmarried or who, regardless of age, is physically and mentally unable to support themselves to be eligible for any benefits associated with OTRAT.

The child of an employee who is under joint legal and physical custody of the employee and former spouse may be considered a member of the employee's household for OTRAT purposes if residing there more than 50 percent of the time. (CG Decision B-242503, May 5, 1991)

Home of Record. The Home of Record (HOR) is the place the employee was living when they were transferred or appointed to an overseas assignment. The HOR does not change during the period overseas duty. The HOR determines the maximum travel and transportation allowances.

OTRAT Effective Date. The OTRAT Effective Date begins the day the employee reports for duty at the new duty station. The tour ends at the close of business the day before the anniversary date. For example, an employee who signed a 2-year employment service agreement arrives at their OCONUS post January 11, 2002, and reports for duty on January 13, 2002. The eligibility date for OTRAT would be close of business January 12, 2004. The employee may retain the anniversary date for future OTRAT travel as long as they travel within the eligibility period.

Eligibility Period. The employee may take OTRAT within six months after the effective date and still maintain their anniversary date.

Eligibility

OCONUS (excluding Alaska and Hawaii). The employee is eligible to receive OTRAT if he has:

1. Completed his tour of duty;

2. Completed the employment service agreement time period; and

3. Signed a new employment service agreement to remain at the overseas post or to transfer to another overseas post of duty.

Alaska and Hawaii. Employees in Alaska and Hawaii may receive OTRAT under one of the following conditions:

1. Employees who have been on continuous "overseas" duty in Alaska and Hawaii since before September 8, 1982, retain their OTRAT benefits until they leave Alaska or Hawaii or separate from government service. The employee’s ‘grandfathered’ status allows OTRAT for each completed employment service agreement. However, the employee must initiate a new employment service agreement for another “overseas” tour.

2. Employees hired for “overseas” duty in Alaska and Hawaii after September 8, 1982, may be entitled to two round trips within five years from the effective date of transfer. Before tour renewal may be taken, the employee must complete the agreed period of service designated on the employment service agreement and enter into a new employment service agreement to serve an additional “overseas” tour of duty.

Employees who are limited to two OTRAT trips in 5 years must take their first trip before the end of the third year. Otherwise they will lose their eligibility for the second trip because the employee would not be able to complete a second 2-year employment service agreement within the 5-year limit. The employee may take their second OTRAT after completing one year of the next tour. However, by taking the OTRAT after completing only one year of the second 2-year employment service agreement, the employee would be obligated to complete the current remaining tour, plus the next 2-year employment service agreement for a total of three years.

Employment Service Agreement

The employment service agreement for an overseas tour will be for a two-year periods unless it is known in advance that the assignment will terminate before the two years will have elapsed. Agreements for second and subsequent tours overseas will be for two years.

Allowable Travel and Transportation

Travel of the employee and immediate family must begin and end at the employee’s official duty station. The authorized travel and associated costs are to the employee’s home of record designated on their employment service agreement.

Travel. The employee may claim per diem at the standard CONUS rate if travel status is greater than 12 hours. Layovers may be permitted if travel to the home of record would be greater than 14 hours (wheels up to wheels down). Immediate family members are not entitled to per diem.

Transportation. Allowable transportation costs shall be determined based on the lowest available fare to the designated home of record at the time of booking including any special fares. Special fares (e.g., discounted, supersaver, or penalty fares) are both practical and economical and will be used to compute constructed travel costs as the maximum entitlement.

Alternate Destinations. The employee and/or immediate family members may travel to alternate locations. The employee will be liable for any costs in excess of those determined in "Transportation" above.

If the alternate location is to a foreign country, the employee or immediate family member must spend at least 25 percent of the total time away from the duty station within the US, Puerto Rico, Northern Mariana Islands, or a US territory or possession.

If the employee travels to the home of record and transportation to actual home of record necessitates alternate transportation (i.e., shuttle, taxi, etc.), reimbursement will be made after a constructed cost estimate has been provided to show the most economical means of transportation to the home of record.

Liability of Employee--Noncompliance with New Agreement

The employee is expected to complete the employment service agreement at the same or another duty point outside the continental United States. The employee will be held financially liable and indebted to the Government if they fail to complete the employment service agreement when circumstances are within the employee's control and unacceptable to the agency.

An employee who leaves before the end of the first year of service will be held liable for repayment of OTRAT costs. If the employee serves at least one year or more of the new employment service agreement, the employee will not be obligated to repay the costs of the OTRAT. However, if the employee fails to complete the second year of service they will have to repay the OTRAT costs in order to maintain their return entitlement.

Limitations

Dual career. If a husband and wife are both employed in the immediate geographic area by the same or different agencies, the allowances authorized shall apply to each of them separately, in which instance neither of them is eligible for any allowances as the spouse. If there are other family members, they shall not receive 'duplicate' allowances because of the fact that both husband and wife are employees; they are entitled to only two OTRATs trips within a five-year period. A determination must be made in writing as to which employee's entitlement the immediate family members are going to travel under – the employee's or the spouse.

Local Hires. Local hires are not eligible for OTRAT.

Privately Owned Vehicle. Use of POV is limited to the constructed costs to the nearest major airport to the home of record.

Rental Vehicles. Rental vehicles are the responsibility of the employee.

Travel Advance. Travel advances are not permitted for OTRAT.

Travel Time. Time associated with OTRAT will be annual leave and/or personal time. Travel Compensatory Travel Time cannot be earned for OTRAT.