# United States Department of the Interior

OFFICE OF THE SECRETARY
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FINANCIAL MANAGEMENT MEMORANDUM 2011- 021 (Vol. X.E.)

To: Bureau Assistant Directors for Administration
Bureau Chief Financial Officers

From: Douglas A. Glenn D.A. Glenn
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: Clarification on Temporary Quarters Eligibility for Relocation

This memorandum is intended to clarify the rules on the amount of time a relocating employee who is eligible for Temporary Quarters Allowance may be authorized to occupy Temporary Quarters under the *"Actual Expense"* method of reimbursement.

The Department of the Interior Permanent Change of Station Policy states that Temporary Quarters, as a general policy, are to be authorized in increments of 30 days with another 30 day extension not to exceed a total of 60 consecutive days. The intent of this rule is to limit the amount of time that Temporary Quarters may be authorized to 60 days total.

A request for an extension of Temporary Quarters beyond 60 total days should only be considered in the most urgent circumstances and those circumstances should be supported by substantive documentation of compelling need. Any extension request that does not provide documentation of compelling need will not be considered for approval. Temporary extension requests of more than 60 days may only be approved by a Bureau Associate Director level or higher.

If you have questions on this guidance please contact Robert Smith, at Robert_smith@ios.doi.gov or by phone at (202) 208-5684.

cc: Finance Officers Partnership