

Relocation Allowances

§ 302-2.3

**§ 302-2.3 For use of a privately owned automobile in connection with permanent change of station.**

(a) *Determination of advantage to the Government.* When an employee, with or without an immediate family, who is eligible for travel allowances under part 302-1, uses a privately owned automobile for permanent change of station travel, that use is deemed to be advantageous to the Government. The provisions in §302-2.3 also apply to new appointees, and employees returning from posts of duty outside the continental United States to places of actual residence for separation. The provisions do not apply to employees assigned to posts of duty outside the continental United States in connection with overseas tour renewal agreement travel. (See §302-1.13.)

(b) *Mileage rates prescribed.* Payment of mileage allowances, when authorized or approved in connection with the transfer, shall be allowed as follows:

Occupants of automobile	Mileage rate (cents)
Employee only; or one member of immediate family .....	15
Employee and one member; or two members of immediate family .....	17
Employee and two members; or three members of immediate family .....	19
Employee and three or more members; or four or more members of immediate family .....	20

(c) *Mileage rates in special circumstances.* Heads of agencies may prescribe that travel orders or other administrative determinations specify higher mileage rates at a rate not more than the maximum rate prescribed in §301-4.2(a)(1) of this title for individual transfers of employees or transfers of groups of employees when:

(1) Employees are expected to use the privately owned automobiles on official business while assigned to the new duty stations;

(2) The common carrier rates for the facilities provided between the old and new stations, the related constructive taxicab fares to and from terminals, and the per diem allowances prescribed under this part justify a higher mileage rate as advantageous to the Government; or

(3) The costs of driving the privately owned automobile to, from, or between

official stations located outside the continental United States justify a higher mileage rate as advantageous to the Government.

(d) *Maximum per diem allowances when privately owned automobile is used—(1) Rates as prescribed by agency.* The per diem allowance for the employee while en route between the old and new duty stations shall be at appropriate rates, as prescribed by the agency concerned, within the applicable maximums and in accordance with provisions of §302-2.1 and chapter 301 of this title. The per diem allowances prescribed in §302-2.2(b) apply for members of an employee's immediate family, except as excluded in §302-2.2(c).

(2) *Maximum allowance based on total distance.* Per diem allowances should be paid on the basis of actual time used to complete the trip, but the allowances may not exceed an amount computed on the basis of a minimum driving distance per day which is prescribed as reasonable by the authorizing official and is not less than an average of 300 miles per calendar day. An exception to the daily minimum driving distance may be made by the agency concerned when travel between the old and new official stations is delayed for reasons clearly beyond the control of the travelers such as acts of God, restrictions by Governmental authorities, or other reasons acceptable to the agency; e.g., a physically handicapped employee. In such cases, per diem may be allowed for the period of the delay or for a shorter period as determined by the agency. The traveler must provide a statement on his/her reimbursement voucher fully explaining the circumstances which necessitated the en route travel delay. The exception to the daily minimum driving distance requires the approval of the agency's authorizing official.

(3) *Method of computation.* In computing the per diem amount for a prescribed minimum driving distance per day, one-fourth of the prescribed per diem rate shall be allowed for each one-fourth of the prescribed minimum distance. For example, if the authorizing official prescribes a per diem rate of \$12 for the employee and a reasonable minimum driving distance of 400 miles a day, the per diem amount will

be \$3 for each 100 miles or fraction of 100 miles traveled between the old and new official stations.

(e) *Use of more than one privately owned vehicle*—(1) *When authorized as advantageous to the Government.* Use of no more than one privately owned automobile is authorized under this part as being advantageous to the Government in connection with permanent change of station travel except under the following special circumstances, when use of more than one privately owned automobile may be authorized:

(i) If there are more members of the immediate family than reasonably can be transported with luggage in one vehicle;

(ii) If because of age or physical condition special accommodations are necessary in transporting a member of the immediate family in one vehicle, and a second automobile is required for travel of other members of the immediate family;

(iii) If an employee must report to a new official station in advance of travel by members of the immediate family who delay travel for acceptable reasons such as completion of school term, sale of property, settlement of personal business affairs, disposal or shipment of household goods, and temporary unavailability of adequate housing at the new official station;

(iv) If a member of the immediate family performs unaccompanied travel between authorized points other than those for the employee's travel; or

(v) If, in advance of the employee's reporting date, immediate family members must travel to the new official station for acceptable reasons such as to enroll children in school at the beginning of the term.

(2) *Allowances applicable.* In those instances where more than one automobile is authorized under this paragraph, the allowances under paragraphs (b), (c), and (d) of this section apply for each automobile and the occupants thereof.

(3) *Allowances when not justified as advantageous to the Government.* If the use of more than one privately owned automobile is not justified under the circumstances described in this paragraph, only the allowances prescribed in paragraphs (b), (c), and (d) of this

section shall be paid, as if all persons involved traveled in one automobile.

[54 FR 20314, May 10, 1989, as amended by FTR Amdt. 17, 56 FR 23657, May 23, 1991; FTR Amdt. 26, 57 FR 28635, June 26, 1992; FTR Amdt. 42, 59 FR 66626, Dec. 27, 1994]

#### § 302-2.4 Advance of funds.

Advance of funds may be made for per diem and mileage allowances as provided in §§ 302-2.1, 302-2.2(b), and 302-2.3 except in connection with employees assigned to posts of duty outside the continental United States performing authorized or approved overseas tour renewal agreement travel. Such advances may also be made upon return to the place of residence for the purpose of separation under the policies and procedures prescribed in § 302-1.14(a).

[54 FR 20314, May 10, 1989]

### PART 302-3—ALLOWANCE FOR MISCELLANEOUS EXPENSES

Sec.

302-3.1 Applicability.

302-3.2 Eligibility.

302-3.3 Allowable amount.

302-3.4 Advance of funds.

AUTHORITY: 5 U.S.C. 5738; 20 U.S.C. 905(a); E.O. 11609, 36 FR 13474, 3 CFR, 1971-1975 Comp., p. 586.

SOURCE: 54 FR 20316, May 10, 1989, unless otherwise noted.

#### § 302-3.1 Applicability.

(a) *Purpose for allowance.* The miscellaneous expenses allowance authorized by §§ 302-3.2 and 302-3.3 is for defraying various contingent costs associated with discontinuing residence at one location and establishing residence at a new location in connection with an authorized or approved permanent change of station.

(b) *Types of costs covered.* The allowance is related to expenses that are common to living quarters, furnishings, household appliances, and to other general types of costs inherent in relocation of a place of residence (see part 302-7 for specific costs normally associated with relocation of a mobile home dwelling that are covered under