

**§ 302-4.103 What factors must we consider in determining whether to offer an employee the fixed amount househunting trip subsistence expenses reimbursement option?**

You must consider the following factors:

(a) *Ease of administration.* Payment of a per diem allowance under part 302-2 of this chapter requires you to review claims for the validity, accuracy, and reasonableness of each expense amount, except for meals and incidental expenses. Fixed amount househunting trip subsistence expenses reimbursement is easier to administer because you do not have to review expense amounts.

(b) *Cost considerations.* You must weigh the cost of each reimbursement option on a case-by-case basis.

(c) *Treatment of employees.* The employee is allowed to choose between a per diem allowance under part 302-2 of this chapter and fixed amount househunting trip subsistence expenses reimbursement when you offer the fixed amount reimbursement method. You therefore should weigh employee morale and productivity considerations against actual cost considerations in determining which method to offer.

**PART 302-5—ALLOWANCE FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSES**

**Subpart A—General Rules**

Sec.

- 302-5.1 What are “temporary quarters”?
- 302-5.2 What are “temporary quarters subsistence expenses (TQSE)”?
- 302-5.3 What is the purpose of the TQSE allowance?
- 302-5.4 Am I eligible for a TQSE allowance?
- 302-5.5 Who is not eligible for a TQSE allowance?
- 302-5.6 Must my agency authorize payment of a TQSE allowance?
- 302-5.7 Under what circumstances will I receive a TQSE allowance?
- 302-5.8 Who may occupy temporary quarters at Government expense?
- 302-5.9 Where may I/we occupy temporary quarters at Government expense?
- 302-5.10 May my immediate family and I occupy temporary quarters at different locations?
- 302-5.11 What methods may my agency use to reimburse me for TQSE?

- 302-5.12 Must I document my TQSE to receive reimbursement?
- 302-5.13 How soon may I/we begin occupying temporary quarters at Government expense?
- 302-5.14 How is my TQSE allowance affected if my temporary quarters become my permanent residence quarters?
- 302-5.15 May I receive an advance of funds for TQSE?
- 302-5.16 May I receive a TQSE allowance if I am receiving another subsistence expenses allowance?
- 302-5.17 Am I eligible for a TQSE allowance if I transfer to a foreign area?
- 302-5.18 May I be reimbursed for local transportation expenses incurred while I am occupying temporary quarters?

**Subpart B—Actual TQSE Method of Reimbursement**

- 302-5.100 What am I paid under the actual TQSE reimbursement method?
- 302-5.101 May my agency reduce my TQSE allowance below the “maximum allowable amount”?
- 302-5.102 What is the “applicable per diem rate” under the actual TQSE reimbursement method?
- 302-5.103 What is the latest the period for which I claim actual TQSE reimbursement may begin?
- 302-5.104 How long may I be authorized to claim actual TQSE reimbursement?
- 302-5.105 What is a “compelling reason” warranting extension of my authorized period for claiming actual TQSE reimbursement?
- 302-5.106 May I interrupt occupancy of temporary quarters?
- 302-5.107 What effect do partial days of temporary quarters occupancy have on my authorized period for claiming actual TQSE reimbursement?
- 302-5.108 When does my authorized period for claiming actual TQSE reimbursement end?
- 302-5.109 May the period for which I am authorized to claim actual TQSE reimbursement for myself be different from that of my immediate family?
- 302-5.110 What effect do partial days have on my actual TQSE reimbursement?
- 302-5.111 May I and/or my immediate family occupy temporary quarters longer than the period for which I am authorized to claim actual TQSE reimbursement?

**Subpart C—Fixed Amount Reimbursement**

- 302-5.200 What am I paid under the fixed amount reimbursement method?
- 302-5.201 How do I determine the amount of my payment under the fixed amount reimbursement method?