

**FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY**  
**Chapter 302—Relocation Allowances**

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**PART 302-21--ALLOWANCE FOR HOUSEHUNTING TRIP EXPENSES**

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**§ 302-21.1**      **What is the purpose of the househunting trip expenses allowance?**      The allowance for househunting trip expenses is intended to facilitate and expedite the employee's move from the old official station to the new official station and to lower the Government's overall cost for the employee's relocation by reducing the amount of time an employee must occupy temporary quarters. The allowance for househunting trip expenses provides the employee and/or spouse a period of time to concentrate on finding a suitable permanent residence at the new official station and thereby expedites the employee's relocation.

**§ 302-21.2**      **Am I eligible for a househunting trip expenses allowance?**      You are eligible for a househunting trip expenses allowance if you are an employee who is authorized relocation benefits for a permanent change of station as provided in part 302-3 of this chapter, and in addition:

- (a) Both your old and new official stations are located within a nonforeign area;
- (b) You are not assigned to Government or other prearranged housing at the new official station; and
- (c) Your old and new official stations are 75 or more miles apart (as measured by map distance) via a usually traveled surface route.

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§ 302-21.3	<b>Who is not eligible for a househunting trip expenses allowance?</b>	The following are not eligible: <ul style="list-style-type: none"><li>(a) An employee transferred to a foreign area post of duty;</li><li>(b) An employee performing a temporary change of station;</li><li>(c) A new appointee;</li><li>(d) A student trainee;</li><li>(e) An employee returning from an assignment outside CONUS to an assignment at his/her place of residence;</li><li>(f) An employee returning from an assignment outside CONUS for separation from FAA service;</li><li>(g) An employee receiving a “last move home” benefit; or</li><li>(h) An employee assigned under the Government Employees Training Act (see 5 U.S.C. 4109).</li></ul>
§ 302-21.4	<b>Must FAA authorize payment of a househunting trip expenses allowance?</b>	No. FAA determines when it is in the Government's interest to authorize you a househunting trip.
§ 302-21.5	<b>Under what circumstances will I receive a househunting trip expenses allowance?</b>	You will receive a househunting trip expenses allowance if: <ul style="list-style-type: none"><li>(a) FAA authorized you to perform a househunting trip in advance of the travel (the agency authorization must specify the mode of transportation and the period of time allowed for the trip);</li><li>(b) You have signed a service agreement;</li><li>(c) FAA has established, and informed you of, the date you are to report to your new official station; and</li><li>(d) You meet any additional conditions your line of business, staff office, or the Office of Chief Counsel has established.</li></ul>
§ 302-21.6	<b>Who may travel on a househunting trip at Government expense?</b>	Only you and/or your spouse may travel on a househunting trip at Government expense.
§ 302-21.7	<b>How many househunting trips may FAA authorize in connection with a particular transfer?</b>	FAA may authorize only one round trip for you and/or your spouse in connection with a particular transfer.

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- § 302-21.8**      **May my spouse and I perform separate househunting trips at Government expense?**      Yes. However, your reimbursement will be limited to the cost that would have been incurred if you and your spouse had traveled together on one round trip.
- § 302-21.9**      **How soon may I and/or my spouse begin a househunting trip?**      You may begin your househunting trip as soon as FAA has notified you of your transfer and issued a travel authorization for a househunting trip. To take maximum advantage of your trip, however, it is very important that you become familiar as quickly as you can with your new official station area (e.g., housing market conditions, school locations, etc.). If you are selling your residence at your old official station, you should not begin your househunting trip until you have a current appraisal of the value of the residence so that you can more accurately determine the appropriate price range of residences to consider during your househunting trip.
- § 302-21.10**      **Is there a time limit on the duration of a househunting trip?**      A househunting trip should be for a reasonable period, not to exceed 10 calendar days, as authorized by FAA.
- § 302-21.11**      **When must my househunting trip be completed?**      You and/or your spouse must complete your househunting trip as indicated in the following table:

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<b>For...</b>	<b>Your househunting trip must be completed by...</b>
You,	The day before you report to your official station.
Your spouse,	The earlier of:  (a) The day before your family relocates to your new official station; or  (b) The day before the maximum time for beginning allowable travel expires (see §§ 302-3.40 through 302-3.47 of this chapter).

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- § 302-21.12**      **What methods may FAA use to reimburse me for househunting trip expenses?**      FAA will reimburse your househunting trip expenses as indicated in the following table:

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<b>For...</b>	<b>You are reimbursed...</b>
You and/or your spouse's transportation expenses,	Your transportation costs as provided in § 302-21.15,

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<b>For...</b>	<b>You are reimbursed...</b>
You and/or your spouse's subsistence expenses,	<p>One of the following:</p> <ul style="list-style-type: none"> <li>(a) A per diem allowance for you and/or your spouse as provided in § 302-21.13; or</li> <li>(b) If you accept FAA's offer of the fixed amount option, and: <ul style="list-style-type: none"> <li>(1) Both you and your spouse perform a househunting trip either together or separately, a single amount determined by multiplying the applicable locality rate (listing in appendix A to chapter 301 of this subtitle) by 6.25; or</li> <li>(2) Only one of you performs a househunting trip, a single amount determined by multiplying the applicable locality rate (listing in appendix A to chapter 301 of this subtitle) by 5.</li> </ul> </li> </ul>
<b>§ 302-21.13</b>	<p><b>How is per diem allowance computed for me and/or my spouse while performing a househunting trip?</b></p> <p>The per diem allowance for you and/or your spouse is computed using the lodgings plus per diem method in accordance with part 301-11 of chapter 301 of this subtitle, except that if both you and your spouse perform a househunting trip, the maximum daily lodging amount you may receive for both you and your spouse's lodging expenses is determined by multiplying the maximum lodging amount for the locality by 1.25.</p>
<b>§ 302-21.14</b>	<p><b>What mode of transportation will FAA authorize me to use while performing a househunting trip?</b></p> <p>FAA will authorize you to use the mode of transportation it determines advantageous to the Government. FAA will not authorize travel by privately-owned automobile unless it is determined to be more advantageous for the househunting trip.</p>
<b>§ 302-21.15</b>	<p><b>What transportation expenses will FAA pay while performing a househunting trip?</b></p> <p>FAA will pay your actual transportation expenses by the authorized mode, unless you are authorized to use a POV in which case you will receive a mileage rate as provided in part 301-10 of chapter 301 of this subtitle instead of actual expenses. If you travel by other than the authorized mode of transportation, then you will be reimbursed your actual transportation costs not to exceed the amount you would have paid if you had traveled by the authorized mode of transportation.</p>
<b>§ 302-21.16</b>	<p><b>Must I document my househunting trip expenses to receive reimbursement?</b></p> <p>To receive reimbursement for househunting trip transportation expenses you must itemize your transportation expenses and provide receipts as required by chapter 301 of this subtitle. For fixed amount househunting trip subsistence reimbursement, you do not document your subsistence expenses. For per diem househunting trip subsistence expense reimbursement, you must itemize your lodging expenses and you must provide receipts as required by § 301-52.4(b) of chapter 301 of this subtitle.</p>

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| § 302-21.17 | <b>May I receive an advance of funds for househunting trip expenses?</b> | FAA may authorize an advance of funds for your househunting trip expenses. FAA may not advance you funds in excess of the sum of your anticipated transportation costs and either the maximum per diem allowable under § 302-21.13 of this part for the location and duration of your househunting trip or your fixed amount househunting trip subsistence expenses payment, whichever applies. |
| § 302-21.18 | <b>Am I in a duty status when I perform a househunting trip?</b>         | Yes.  |