

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

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**PART 302-23--ALLOWANCE FOR OVERSEAS TOUR RENEWAL TRAVEL**

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**§ 302-23.1**      **What is the purpose of the allowance for overseas tour renewal travel?**      To assist recruitment and retention of highly skilled employees stationed outside CONUS.

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- § 302-23.2**      **Am I eligible for the allowance for overseas tour renewal travel?**      Yes, if:
- (a) You were transferred at Government expense to:
    - (1) A post of duty outside the United States; or
    - (2) A post of duty in Alaska;
  - (b) You completed your service agreement (including the period of service specified in the service agreement) related to your assignment at your post of duty; and
  - (c) You either:
    - (1) Remain in service at your post of duty;
    - (2) Transfer to a post of duty outside the United States; or
    - (3) Transfer to a post of duty in Alaska.
- § 302-23.3**      **Who is not eligible for the allowance for overseas tour renewal travel?**      The following:
- (a) An employee transferred to a new official station within CONUS;
  - (b) An employee transferred to a new official station within Hawaii;
  - (c) You were hired locally at the post of duty for your assignment;
  - (d) An employee who performs a temporary change of station;
  - (e) An employee who has not completed the service agreement applicable to the current post of duty;
  - (f) An employee who did not relocate at Government expense;
  - (g) An employee returning to an official station within CONUS; or
  - (h) An employee separating from Government service.
- § 302-23.4**      **Am I eligible for an overseas tour renewal trip if I complete the period of service requirement for a service agreement related to a previous transfer outside CONUS?**      No. You only become eligible for an overseas tour renewal travel when you complete the period of service requirement for the service agreement that you signed when you transferred to your present post of duty.

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§ 302-23.5	<b>Must FAA authorize payment of the allowance for overseas tour renewal travel?</b>	No. FAA determines when it is in the Government's interest to authorize you an allowance for overseas tour renewal travel.
§ 302-23.6	<b>Under what circumstances will I receive the allowance for overseas tour renewal travel?</b>	<p>You will receive an allowance for overseas tour renewal travel if:</p> <ul style="list-style-type: none"> <li>(a) You complete your assignment at your post of duty;</li> <li>(b) You agree to serve an additional tour at your post of duty or to transfer to another post of duty;</li> <li>(c) You sign a service agreement;</li> <li>(d) FAA authorizes you to perform a overseas tour renewal travel after completion of your assignment and prior to when you travel; and</li> <li>(e) You meet any additional conditions your line of business, staff office, or the Office of Chief Counsel has established.</li> </ul>
§ 302-23.7	<b>Who may travel on an overseas tour renewal trip at Government expense?</b>	You and individuals who are considered members of your immediate family on your travel authorization. If one or more members of your immediate family are employees and elect separate relocation benefits under § 302-2.104 of this chapter, then those immediate family members, and the dependents listed on their travel order, are not considered members of your immediate family on your travel authorization, and thus, may not perform overseas tour renewal travel as part of your overseas tour renewal travel authorization. They may, however, exercise their separate overseas tour renewal travel under their travel authorizations.
§ 302-23.8	<b>How many overseas tour renewal trips may FAA authorize?</b>	FAA may authorize trips as follows:

<b>If you are...</b>	<b>Then FAA may authorize...</b>
Stationed in a foreign area or a nonforeign area outside the United States,	One overseas tour renewal trip each time you complete your service agreement which is related to your assignment at your post of duty.
Stationed in Alaska and have been continuously stationed at a post of duty in Alaska since September 8, 1982,	One overseas tour renewal trip each time you complete your service agreement which is related to your assignment at your post of duty.
Stationed in Alaska and have not been continuously stationed at a post of duty in Alaska since September 8, 1982,	During the first 5 years you are stationed in Alaska, one overseas tour renewal trip for each of the first two times you complete your service agreement which is related to your assignment at your post of duty. After the first 5 years, FAA will not authorize a overseas tour renewal trip.

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§ 302-23.9	Where must my overseas tour renewal travel originate?	At your post of duty.
§ 302-23.10	What is the “authorized destination” of my overseas tour renewal travel and my immediate family’s overseas tour renewal travel?	Your place of residence.
§ 302-23.11	May I and/or a member of my immediate family travel to a destination other than my “authorized destination”?	As follows:
<hr/> <b>If your place of residence is in...</b>		<hr/> <b>Then, you and/or a member of your immediate family may travel to...</b>
A nonforeign area,		Any location in a nonforeign area, and FAA will pay your travel costs not to exceed what it would have cost for you and/or the members of your immediate family to travel to your authorized destination. FAA will not pay you for overseas tour renewal travel to a foreign area.
A foreign area,		Any location in the country of your place of residence, and FAA will pay your travel costs not to exceed what it would have cost for you and/or the members of your immediate family to travel to your authorized destination. FAA will not pay you for tour renewal travel to a foreign country other than the country of your place of residence.
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§ 302-23.12	How long may I perform my overseas tour renewal travel?	You may perform tour renewal travel for a reasonable period of time established by your LOB, staff office, or Office of Chief Counsel not to exceed 30 days.
§ 302-23.13	Must I return to my post of duty upon completion of my overseas tour renewal travel?	Yes.
§ 302-23.14	May I travel to my post of duty separately from members of my immediate family?	Yes.

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- § 302-23.15**      **Must I and my family travel to the same destination upon completion of my overseas tour renewal travel?**      Yes, you must travel to the same destination, even if you travel separately.
- § 302-23.16**      **What expenses will FAA pay for my tour renewal travel?**      FAA will pay the following:
- (a) Your transportation from your post of duty to your “authorized destination” as provided in part 301-10 of chapter 301 of this subtitle;
  - (b) Your en route per diem while performing travel from your post of duty to your “authorized destination” as provided in part 301-11 of chapter 301 of this subtitle;
  - (c) Your immediate family’s transportation from your post of duty to your “authorized destination” as provided in part 301-10 of chapter 301 of this subtitle;
  - (d) Your transportation from your “authorized destination” to your post of duty upon completion of your tour renewal travel as provided in part 301-10 of chapter 301 of this subtitle;
  - (e) Your en route per diem while performing travel from your authorized destination to your post of duty upon completion of your tour renewal travel as provided in part 301-11 of chapter 301 of this subtitle; and
  - (f) Your immediate family’s transportation from your “authorized destination” to your post of duty upon completion of your tour renewal travel in accordance with part 301-10 of chapter 301 of this subtitle.
- § 302-23.17**      **Will FAA pay travel expenses, including per diem, for me and my immediate family while I am at my “authorized destination”?**      No. You will be responsible for all travel expenses while at your “authorized destination”.
- § 302-23.18**      **How is my overseas tour renewal travel payment affected if I do not complete my service agreement?**      If you complete 1 year or more of service under your service agreement, you will not be responsible for repaying your overseas tour renewal travel payment. If you do not complete 1 year or more of service, and you do not separate for reasons beyond your control which are acceptable to FAA, then, you will be responsible for repaying your overseas tour renewal travel payments in full.