

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

PART 302-60—MISCELLANEOUS EXPENSE ALLOWANCE

Sec.

- 302-60.1 What is the purpose of the miscellaneous expense allowance?
302-60.2 Am I eligible to receive a miscellaneous expense allowance?
302-60.3 Who is not eligible for a miscellaneous expense allowance?
302-60.4 Must FAA pay a miscellaneous expense allowance?
302-60.5 What expenses are my miscellaneous expense allowance intended to cover?
302-60.6 What type of expenses are not covered by my miscellaneous expense allowance?
302-60.7 How is my miscellaneous expense allowance paid?
302-60.8 What is the amount of my miscellaneous expense allowance?
302-60.9 Will FAA pay an additional amount if my miscellaneous expenses exceed the flat amount authorized in § 302-60.8?
302-60.10 May I receive an advance of funds on my miscellaneous expense allowance?

- § 302-60.1** **What is the purpose of the miscellaneous expense allowance?** To defray various costs associated with discontinuing a residence at one location and establishing a residence at a new location.
- § 302-60.2** **Am I eligible to receive a miscellaneous expense allowance?** Yes, if you are:
- (a) You are authorized relocation benefits for a permanent change of station (PCS) as provided in part 302-3;
 - (b) You are authorized relocation benefits for a temporary change of station (TCS) as provided in part 302-4.
- § 302-60.3** **Who is not eligible for a miscellaneous expense allowance?** The following are not eligible for a miscellaneous expense allowance:
- (a) New appointees;
 - (b) Student trainees;
 - (c) Employees authorized relocation benefits for return transportation;
 - (d) Employees authorized relocation benefits for “last move home” benefits; and
 - (e) Employees assigned under the Government Employees Training Act (5 U.S.C.4109).
- § 302-60.4** **Must FAA pay a miscellaneous expense allowance?** Yes, if you are eligible.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-60.5

What expenses are my miscellaneous expense allowance intended to cover?

Your miscellaneous expense allowance is intended to cover 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 302-45 of this chapter for specific costs normally associated with relocation of a mobile home dwelling that are covered under transportation expenses). The costs intended to be reimbursed under the miscellaneous expenses allowance include, but are not limited to, the following:

- (a) Fees for disconnecting and connecting appliances, equipment, and utilities involved in relocation and costs of converting appliances for operation on available utilities;
- (b) Fees for cutting and fitting rugs, draperies, and curtains moved from one residence quarters to another;
- (c) Utility fees or deposits that are not offset by eventual refunds;
- (d) Forfeiture losses on medical, dental, and food locker contracts that are not transferable; and contracts for private institutional care, such as that provided for handicapped or invalid dependents only, which are not transferable or refundable; and
- (e) Costs of automobile registration, driver's license, and use taxes imposed when bringing automobiles into certain jurisdictions.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- § 302-60.6** **What type of expenses are not covered by my miscellaneous expense allowance?**
- Your miscellaneous expense allowance shall not be used to reimburse the employee for costs or expenses incurred which exceed maximums provided by statute or in this subtitle; costs or expenses that the employee incurred but which are disallowed elsewhere in this subtitle; costs reimbursed under other provisions of law or regulations; costs or expenses incurred for reasons of personal taste or preference and not required because of the move; losses covered by insurance; fines or other penalties imposed upon the employee or members of his/her immediate family; judgments, court costs, and similar expenses growing out of civil actions; or any other expenses brought about by circumstances, factors, or actions in which the move to a new duty station was not the proximate cause. Examples of costs which are not reimbursable from this allowance are as follows:
- (a) Losses in selling or buying real and personal property and cost items related to such transactions;
 - (b) Costs which are reimbursed under other provisions of this subtitle or under any other regulations or under provisions of any statute;
 - (c) Cost of additional insurance on household goods while in transit to the new official station or cost of loss or damage to such property;
 - (d) Additional costs of moving household goods caused by exceeding the maximum weight limitation for which the employee has eligibility as provided by law or in this chapter;
 - (e) Costs of newly acquired items, such as the purchase or installation cost of new rugs or draperies;
 - (f) Higher income, real estate, sales, or other taxes as the result of establishing residence in the new locality;
 - (g) Fines imposed for traffic infractions while en route to the new official station locality;
 - (h) Accident insurance premiums or liability costs incurred in connection with travel to the new official station locality, or any other liability imposed upon the employee for uninsured damages caused by accidents for which he/she or a member of his/her immediate family is held responsible;

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- (i) Losses as the result of the sale or disposal of items of personal property not considered convenient or practicable to move;
- (j) Damage or loss of clothing, luggage, or other personal effects while traveling to the new official station locality;
- (k) Subsistence, transportation, or mileage expenses in excess of the amounts reimbursed as per diem or other allowances under this regulation;
- (l) Medical expenses due to illness or injuries of the employee or members of the immediate family while en route to the new official station or while living in temporary quarters at Government expense under the provisions of part 302-22 of this chapter; or
- (m) Costs incurred in connection with structural alterations; remodeling or modernizing of living quarters, garages, or other buildings to accommodate privately-owned automobiles, appliances, or equipment; or the cost of replacing or repairing worn-out or defective appliances, or equipment shipped to the new location.

§ 302-60.7	How is my miscellaneous expense allowance paid?	FAA will pay you a fixed amount for your miscellaneous expenses. You do not need to itemize or provide a receipt for your expenses.
§ 302-60.8	What is the fixed amount of my miscellaneous expense allowance?	One week's pay, including locality pay or COLA , for a FG-13, step 1, position at your new official station.
§ 302-60.9	Will FAA pay an additional amount if my miscellaneous expenses exceed the flat amount authorized in § 302-60.8?	No.
§ 302-60.10	May I receive an advance of funds on my miscellaneous expense allowance?	No. You, however, may voucher for your miscellaneous expense allowance as soon as your transfer is authorized, regardless whether you have incurred expenses.