

# FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

## Chapter 302—Relocation Allowances

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### PART 302-2—GENERAL RULES

#### SUBPART A—AUTHORIZATION OF RELOCATIONS

Sec.

- 302-2.1 Must I receive authorization before incurring relocation expenses?
- 302-2.2 Under what conditions may my relocation be authorized at Government expense?
- 302-2.3 How do I determine if FAA considers a relocation to be in the interest of the Government?
- 302-2.4 May I receive payment for relocation expenses if I relocate to a new official station and it is not in the interest of the Government?
- 302-2.5 How do I determine if FAA will derive a benefit from my relocation even though it is not in the interest of the Government?
- 302-2.6 What standard must I apply in incurring relocation expenses?
- 302-2.7 Which provisions govern my relocation allowances and entitlements?

#### SUBPART B—RELOCATIONS INVOLVING TWO OR MORE EMPLOYEES IN THE SAME IMMEDIATE FAMILY

- 302-2.100 If a member of my immediate family and I are both relocated to the same location, may I and the employee member(s) of my immediate family both receive payment for actual relocation expenses?
- 302-2.101 If a member of my immediate family and I are both relocated to the same location, may I and the employee member(s) of my immediate family both receive payment for relocation expenses if all employee members are authorized a fixed relocation payment as provided in Part 302-8 of this subchapter?
- 302-2.102 If a member of my immediate family and I are both relocated to the same location, may I receive payment for relocation expenses as provided in Parts 302-3 through 302-7 of this subchapter and the employee member(s) of my immediate family receive a fixed relocation payment as provided in Part 302-8 of this subchapter?
- 302-2.103 If a member of my immediate family and I are both relocated to the same location, may I receive a fixed relocation payment as provided in Part 302-8 of this subchapter and a member of my immediate family receive payment for relocation expenses as provided in Parts 302-3 through 302-7 of this subchapter?
- 302-2.104 How are expenses paid if a member of my immediate family and I are both employees and the employee member(s) of my immediate family and I are both eligible for a relocation at Government expense?
- 302-2.105 If we select separate benefits in § 302-2.104, how will we be paid for non-employee members of the immediate family?
- 302-2.106 If we select separate benefits in § 302-2.104, will we receive the same allowances?
- 302-2.107 If we select separate benefits in § 302-2.104, may we receive payment for the same expenses?
- 302-2.108 How will my residence transactions be reimbursed if I and a member of my immediate family elect separate relocation benefits?
- 302-2.109 How do the members of my immediate family and myself select an option described in § 302-2.104 (i.e., separate benefits or a single family benefit)?
- 302-2.110 What must I provide with my claim for reimbursement when a member of my immediate family is an employee?
- 302-2.111 Do the rules in this subpart apply if you and the employee member(s) of your immediate family do not transfer from the same location?
- 302-2.112 Do the rules in this subpart apply if you and the employee member(s) of your immediate family do not transfer to the same location?
- 302-2.113 For purposes of this subpart, what is considered the “same location”?

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### SUBPART C—TRANSFER OF EMPLOYEES WHO HAVE BEEN SUBJECT TO A REDUCTION IN FORCE

- 302-2.200 If FAA assigns me to a new official station after I have been notified by my agency of an involuntary separation not for cause but incident to reduction, cessation, or transfer of work, may FAA authorize payment of relocation expenses?
- 302-2.201 If I am separated involuntarily from my agency as a result of a reduction in force or transfer of function, what relocation benefits may I receive?

### SUBPART A—AUTHORIZATION OF RELOCATIONS

- § 302-2.1** **Must I receive authorization before incurring relocation expenses?** Yes, FAA will not pay your relocation expenses if you are not authorized to incur such expenses. You should not incur expenses before you receive a written authorization from FAA.
- § 302-2.2** **Under what conditions may my relocation be authorized at Government expense?** Only when it is in the interest of the Government, except for return travel authorized in part 302-6 of this chapter and “last move home” benefits authorized in part 302-7 of this chapter. Return travel and “last move home” benefits are entitlements when you meet the necessary conditions.
- § 302-2.3** **How do I determine if FAA considers a relocation to be in the interest of the Government?** FAA will state, on the vacancy announcement if the relocation is related to a MPP placement, or on the offer letter if the relocation is related to an IPP placement, that it considers the relocation in the interest of the Government. The vacancy announcement, or offer letter, will state that full PCS benefits will be paid.
- § 302-2.4** **May I receive payment for relocation expenses if I relocate to a new official station and it is not in the interest of the Government?** No, however, if FAA determines that it will derive some benefit, even though the relocation is not in the interest of the Government, FAA may pay a fixed amount in accordance with part 302-8 of this chapter.
- § 302-2.5** **How do I determine if FAA will derive a benefit from my relocation even though it is not in the interest of the Government?** FAA will state, on the vacancy announcement if the relocation is related to a MPP placement, or on the offer letter if the relocation is related to an IPP placement, that it considers the relocation not to be in the interest of the Government but that it will derive a benefit. The vacancy announcement, or offer letter, will state the amount of the benefit it will pay.
- § 302-2.6** **What standard must I apply in incurring relocation expenses?** You must exercise the same care in incurring expenses that a prudent person would exercise if the person was moving at personal expense.

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§ 302-2.7

**Which provisions govern my relocation allowances and entitlements?**

The provisions in effect on your effective date of transfer or appointment govern your relocation allowances and entitlements. Your allowances and entitlements will not be increased or decreased by changes in this chapter which occur after your effective date of transfer or appointment.

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### SUBPART B—RELOCATIONS INVOLVING TWO OR MORE EMPLOYEES IN THE SAME IMMEDIATE FAMILY

- § 302-2.100**      **If a member of my immediate family and I are both relocated to the same location, may I and the employee member(s) of my immediate family both receive payment for actual relocation expenses?**
- Only if both relocations meet the requirements under Parts 302-3 through 302-7 of this subchapter for authorization of relocation at Government expense (e.g. the relocation is in the interest of the Government, or you are entitled to return rights or “last move home” benefits). If your relocation is the only relocation authorized, then your relocation costs will be paid, and the other employee will be treated as a member of your immediate family. If you or a member of your immediate family is eligible for the fixed relocation payment as provided in Part 302-8 of this subchapter, the rules contained in §§ 302-2.101 through 302-2.103 will apply.
- § 302-2.101**      **If a member of my immediate family and I are both relocated to the same location, may I and the employee member(s) of my immediate family both receive payment for relocation expenses if all employee members are authorized a fixed relocation payment as provided in Part 302-8 of this subchapter?**
- Yes, however, only when the following conditions are met:
- (a) The employee members of the immediate family must select one employee member to receive 100 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter.
  - (b) You and employee members of your immediate family must provide that designation in writing to the FAA, and
  - (c) The other employee member(s) of the immediate family will receive 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter.
- § 302-2.102**      **If a member of my immediate family and I are both relocated to the same location, may I receive payment for relocation expenses as provided in Parts 302-3 through 302-7 of this subchapter and the employee member(s) of my immediate family receive a fixed relocation payment as provided in Part 302-8 of this subchapter?**
- Yes, but the following four rules must apply:
- (a) You and your immediate family must elect separate benefits as provided in § 302-2.104,
  - (b) You and employee members of your immediate family must provide a written statement that you have elected separate benefits as provided in § 302-2.108.
  - (c) The employee member(s) of your immediate family may not be considered members of your immediate family for purposes of your relocation expenses paid under this chapter.
  - (d) The employee member(s) will receive only 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter.

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- § 302-2.103**      **If a member of my immediate family and I are both relocated to the same location, may I receive a fixed relocation payment as provided in Part 302-8 of this subchapter and a member of my immediate family receive payment for relocation expenses as provided in Parts 302-3 through 302-7 of this subchapter?**
- Yes, but you will be paid according to the following four rules:
- (a) You and your immediate family must elect separate benefits as provided in § 302-2.104.
  - (b) You and employee members of your immediate family must provide a written statement that you have elected separate benefits as provided in § 302-2.108.
  - (c) You may not be considered a member of the immediate family for purposes of the relocation expenses paid under this chapter to the member of your immediate family who is paid relocation expenses under part 302-3 through 302-7 of this subchapter.
  - (d) You will receive only 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter.
- § 302-2.104**      **How are expenses paid if a member of my immediate family and I are both employees and the employee member(s) of my immediate family and I are both eligible for a relocation at Government expense?**
- You may elect either:
- (a) To receive your benefits separately, in which instance neither you nor the other employees in your immediate family may take benefits as a member of an immediate family;
  - (b) To take the benefits for the entire family, in which instance none of the members of your immediate family may take their separate benefits, but are treated as a member of your immediate family; or
  - (c) To allow another member of your immediate family to take benefits for the entire family, in which instance you may not take your separate benefits but you will be treated as a member of the immediate family.
- § 302-2.105**      **If we select separate benefits in § 302-2.104, how will we be paid for non-employee members of the immediate family?**
- You will be paid according to the following rules:
- (a) A non-employee member of the immediate family may be treated as a member of the immediate family on only one travel authorization.
  - (b) You can receive no benefits for a non-employee member of the immediate family who is not on your authorization.
  - (c) You and the employee member(s) of your immediate family must designate under which authorization (i.e., your authorization or the authorization of the member of your immediate family) each non-employee member of the immediate family will be treated as a member of the immediate family.

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§ 302-2.106	<b>If we select separate benefits in § 302-2.104, will we receive the same allowances?</b>	Yes, but you will not receive benefits for the other employee members of your immediate family and non-employee members of your immediate family specified on the other employee members travel authorization. For example, you and the member of your immediate family may both receive a miscellaneous expense allowance.
§ 302-2.107	<b>If we select separate benefits in § 302-2.104, may we receive payment for the same expenses?</b>	No. For example, if you and your immediate family member are selling a residence, you and a member of your immediate family may not both claim reimbursement for an appraisal or a title search on the same property.
§ 302-2.108	<b>How will my residence transactions be reimbursed if I and a member of my immediate family elect separate relocation benefits?</b>	<p>You and your immediate family member will be reimbursed on a pro rata basis as provided in FAATP Part 302-50. If both your name and the name of an employee member of your immediate family are on the title of the residence, the following rules apply:</p> <ul style="list-style-type: none"><li data-bbox="834 800 1414 1020">(a) If your permanent change of station is reimbursed under FAATP Part 302-3 and transfer within the United States, you will be reimbursed for the appropriate percentage of residence transaction expenses. The appropriate percentage will be determined the percentage of your ownership in the residence.</li><li data-bbox="834 1052 1414 1209">(b) If your relocation is reimbursed under FAATP Part 302-4 through Part 302-7, you are not eligible for reimbursement of residence transaction expenses. Therefore, FAA will not pay for your portion of the residence transactions expenses.</li><li data-bbox="834 1241 1414 1430">(c) If your relocation is reimbursed under FAATP 302-8, you are not eligible for separate reimbursement of residence transaction expenses. You will have to use your fixed relocation payment to cover your percentage of the residence transaction expenses.</li></ul>
§ 302-2.109	<b>How do the members of my immediate family and myself select an option described in § 302-2.104 (i.e., separate benefits or a single family benefit)?</b>	<p>You and your immediate family member must provide your authorizing officials a written document which:</p> <ul style="list-style-type: none"><li data-bbox="691 1562 1414 1625">(a) Specifies which of the options described in § 302-2.104 you and members of your immediate family select;</li><li data-bbox="691 1656 1414 1719">(b) Is signed by you and all employees in your immediate family; and</li><li data-bbox="691 1751 1414 1875">(c) Specifies under which authorization (your authorization or the authorization for your immediate family members) each non-employee member of your immediate family is treated as a member of the immediate family.</li></ul>

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§ 302-2.110	<b>What must I provide with my claim for reimbursement when a member of my immediate family is an employee?</b>	You must provide: (a) A copy of your written selection document; (b) A copy of your travel authorization; and (c) A copy of the travel authorization of all employee members of your immediate family.
§ 302-2.111	<b>Do the rules in this subpart apply if you and the employee member(s) of your immediate family do not transfer from the same location?</b>	No.
§ 302-2.112	<b>Do the rules in this subpart apply if you and the employee member(s) of your immediate family do not transfer to the same location?</b>	No.
§ 302-2.113	<b>For purposes of this subpart, what is considered the “same location”?</b>	The same location is when your office is within a 35 mile radius of the office of the employee member of your immediate family.

**SUBPART C—TRANSFER OF EMPLOYEES WHO HAVE BEEN SUBJECT TO A  
REDUCTION IN FORCE**

- § 302-2.200**      **If FAA assigns me to a new official station after I have been notified by my agency of an involuntary separation not for cause but incident to reduction, cessation, or transfer of work, may FAA authorize payment of relocation expenses related to a permanent change of station?**
- Yes, if you meet the requirements contained in § 302-3.4, unless FAA makes a determination that your transfer is primarily for your convenience or benefit.
- § 302-2.201**      **If I am separated involuntarily from my agency as a result of a reduction in force or transfer of function, what relocation benefits may I receive?**
- Generally, you will be treated as a new appointee and FAA may pay you limited relocation benefits as provided in part 302-5. You may be treated as a transferee and receive full relocation benefits as provided in part 302-3, if the following conditions are met:
- (a) You are employed by FAA within 1 year of the date you were involuntarily separated from Government service;
  - (b) You meet the requirements contained in § 302-3.4; and
  - (c) Your transfer is in the interest of the Government to an official station which is different from the official station from which you were involuntarily separated.

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### PART 302-8—FIXED RELOCATION PAYMENTS

Sec.

- 302-8.1 Am I eligible for payment of a fixed amount for relocation expenses?
- 302-8.2 Who is not eligible for payment of a fixed amount for relocation expenses?
- 302-8.3 Must the FAA pay me a fixed amount if I transfer?
- 302-8.4 Under what conditions may FAA authorize payment of a fixed amount for my relocation?
- 302-8.5 Must I establish a residence at the new official station to be eligible to receive fixed relocation payment?
- 302-8.6 Am I eligible for a fixed relocation payment if I reestablish my old residence after establishing a new residence?
- 302-8.7 Do I retain my eligibility for a fixed relocation payment if an employee member of my immediate family and I are transferred to the same location and the employee member of my immediate family is authorized payment for relocation expenses under Part 302-3 through 302-7 of this subchapter?
- 302-8.8 Do I retain my eligibility for a fixed relocation payment if an employee member of my immediate family and I are transferred to the same location and we are both authorized a fixed relocation payment?
- 302-8.9 What is the amount of the fixed payment for my relocation expenses?
- 302-8.10 How do I determine if FAA will derive a benefit from my transfer even though it is not in the interest of the Government?
- 302-8.11 If I am paid a fixed amount under this part, am I entitled to any other allowance provided in this chapter?
- 302-8.12 Will I be paid an additional amount if the fixed amount payment under this part does not cover all my relocation expenses?
- 302-8.13 Do I have to repay the fixed amount if my expenses are less than the fixed amount?
- 302-8.14 Do I have to itemize my expenses if I am paid a fixed amount under this part?
- 302-8.15 Will FAA collect back the fixed relocation payment if I receive a fixed relocation payment and do not establish a new residence as provided in § 302-8.5?
- 302-8.16 Will FAA collect back the fixed relocation payment if I receive a fixed relocation payment and reestablish my old residence as my current residence after establishing a new residence as provided in § 302-8.6?
- 302-8.17 Will I have to pay income taxes on my fixed amount?

### Distance Requirements

- 302-8.40 Will FAA authorize payment of my relocation expenses when the distance between my place of actual residence and new duty station is less than 50 miles?
- 302-8.41 Will FAA authorize payment of my relocation expenses when the distance between my old and new duty station is 50 miles or more but less than 100 miles?
- 302-8.42 When is my relocation considered “incident to a change of official station”?

### Service Agreements

- 302-8.60 What is a “service agreement”?
- 302-8.61 Must I sign a service agreement if I am a new appointee?
- 302-8.62 How long is my service agreement effective?
- 302-8.63 What am I liable for if I violate a term of the service agreement?
- 302-8.64 Is there a circumstance where I may break my service agreement without assuming liability?
- 302-8.65 Does a subsequent transfer absolve my liability under the service agreement of my assignment?

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- § 302-8.1**            **Am I eligible for payment of a fixed amount for relocation expenses?**            Yes, if you are:
- (a) An employee transferred to an official station within CONUS;
  - (b) A new appointee assigned to an official station within CONUS; or
  - (c) A student trainee assigned to an official station within CONUS who has not previously received travel and transportation while performing your student assignments.
- § 302-8.2**            **Who is not eligible for payment of a fixed amount for relocation expenses?**            FAA will not pay a fixed amount for relocation expenses to:
- (a) An employee transferred to a post of duty;
  - (b) A new appointee assigned to a post of duty;
  - (c) A student trainee assigned to a post of duty;
  - (d) A student trainee who has not previously received travel and transportation expenses while performing his/her assignment;
  - (e) An employee performing a temporary change of station;
  - (f) An employee exercising return rights under part 302-6; or
  - (g) An employee exercising last move home rights.
- § 302-8.3**            **Must the FAA pay me a fixed amount if I transfer?**            No.
- § 302-8.4**            **Under what conditions may FAA authorize payment of a fixed amount for my relocation?**            Only when all of the following conditions are met:
- (a) Your relocation is not in the interest of the Government;
  - (b) Your LOB, staff office, or Office of Chief Counsel determines that it will derive a benefit from your relocation;
  - (c) You sign a service agreement as provided in this part;
  - (d) You meet the mileage requirements as provided in this part; and
  - (e) You meet any other conditions your LOB, staff office, or Office of Chief Counsel establishes.

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§ 302-8.5	<b>Must I establish a residence at the new official station to be eligible to receive fixed relocation payment?</b>	Yes. If you do not establish a residence at the new official station, you are not eligible for a fixed relocation payment.
§ 302-8.6	<b>Am I eligible for a fixed relocation payment if I reestablish my old residence after establishing a new residence?</b>	No. If you return to your old residence and reestablish that home as your residence, you are not eligible for a fixed relocation payment.
§ 302-8.7	<b>Do I retain my eligibility for a fixed relocation payment if an employee member of my immediate family and I are transferred to the same location and the employee member of my immediate family is authorized payment for relocation expenses under Part 302-3 through 302-7 of this subchapter?</b>	Yes, if you elect separate benefits as provided in § 302-2.104 of Part 302-2 of this chapter; however, your fixed relocation payment will be limited to 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter. If you elect separate benefits, you cannot be treated as a member of the immediate family of the employee member(s) who are authorized payment for relocation expenses under Part 302-3 through 302-7 of this subchapter.
§ 302-8.8	<b>Do I retain my eligibility for a fixed relocation payment if an employee member of my immediate family and I are transferred to the same location and we are both authorized a fixed relocation payment?</b>	Yes, however, only one employee member of your immediate family may receive 100% of the fixed relocation payment authorized in the vacancy announcement or offer letter. All other employee members of your immediate family will receive 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter. Therefore, your family must select which employee member will receive 100 percent of the fixed relocation payment as provided in Subpart B of Part 302-2 of this chapter.
§ 302-8.9	<b>What is the amount of the fixed payment for my relocation expenses?</b>	It is an amount determined reasonable by your LOB, staff office, or Office of Chief Counsel, but not to exceed:  (a) \$25,000 for transferee; and  (b) \$10,000 for new appointees or student trainees.

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§ 302-8.10	<b>How do I determine if FAA will derive a benefit from my transfer even though it is not in the interest of the Government?</b>	FAA will state on the vacancy announcement if the relocation is related to a MPP placement, or on the offer letter if the transfer is related to an IPP placement, the amount of the benefit it will pay for transferees and new appointees/student trainees.
§ 302-8.11	<b>If I am paid a fixed amount under this part, am I entitled to any other allowance provided in this chapter?</b>	No.
§ 302-8.12	<b>Will I be paid an additional amount if the fixed amount payment under this part does not cover all my relocation expenses?</b>	No.
§ 302-8.13	<b>Do I have to repay the fixed amount if my expenses are less than the fixed amount?</b>	No.
§ 302-8.14	<b>Do I have to itemize my expenses if I am paid a fixed amount under this part?</b>	No.
§ 302-8.15	<b>Will FAA collect back the fixed relocation payment if I receive a fixed relocation payment and do not establish a new residence as provided in § 302-8.5?</b>	Yes, if FAA pays you a fixed relocation payment and you do not establish a residence at the new official station, FAA will collect from you the fixed relocation payment.
§ 302-8.16	<b>Will FAA collect back the fixed relocation payment if I receive a fixed relocation payment and reestablish my old residence as my current residence after establishing a new residence as provided in § 302-8.6?</b>	Yes, if FAA pays you a fixed relocation payment and you reestablish your old residence as your current residence, FAA will collect from you the fixed relocation payment.

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§ 302-8.17      **Will I have to pay income taxes on my fixed amount?**      Yes, and you will not receive a relocation income tax allowance to offset your income taxes.

### Distance Requirements

§ 302-8.40      **Will FAA authorize payment of my relocation expenses when the distance between my place of actual residence and new duty station is less than 50 miles?**

No.

§ 302-8.41      **Will FAA authorize payment of my relocation expenses when the distance between my old and new duty station is 50 miles or more but less than 100 miles?**

No, except when your relocation is incident to the change of official station.

§ 302-8.42      **When is my relocation considered “incident to a change of official station”?**

FAA will determine whether your relocation is incident to a change of official station as provided in:

(a) § 302-3.24 for transferees; and

(b) § 302-5.22 for new appointees/student trainees.

### Service Agreements

§ 302-8.60      **What is a “service agreement”?**

A “service agreement” is an agreement between you and the Government to remain in FAA for a specified period after you are relocated at Government expense.

§ 302-8.61      **Must I sign a service agreement if I am a new appointee?**

Yes. Your relocation costs will not be paid until you have signed your service agreement.

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**§ 302-8.62**            **How long is my service agreement effective?**            As follows:

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<b>If your new official station is...</b>	<b>Your service agreement is effective for...</b>
Within CONUS,	12 months following the effective date of transfer or appointment.
Outside CONUS,	A period agreed upon by you and FAA but at least 12 months following the effective date of transfer or appointment and no longer than 36 months after the effective date of transfer or appointment.

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**§ 302-8.63**            **What am I liable for if I violate a term of the service agreement?**            As follows:

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<b>If...</b>	<b>Then...</b>
You do not complete the first year of your service agreement,	You must repay the fixed amount for relocation expenses. FAA will treat that amount as a debt to the U.S. Government.
You complete the first year of your service agreement, but do not complete your entire period of service,	You are not responsible for repayment of the fixed amount for relocation expenses.

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**§ 302-8.64**            **Is there a circumstance where I may break my service agreement without assuming liability?**

You may break your service agreement if you separate for reasons beyond your control and acceptable to FAA. For example:

- (a) You have an illness which was not induced by your misconduct;
- (b) You are called to active duty in the Armed Forces;
- (c) You are separated for the convenience of the Government;
- (d) You are separated because you are not capable of performing the duties for which you were recruited or for other duties assigned;
- (e) You are separated as a result of a reduction in force; and

You retire from Government service.

**§ 302-8.65**            **Does a subsequent transfer absolve my liability under the service agreement of my assignment?**

No. You are liable for relocation expenses paid under the initial service agreement until the completion of that service agreement whether you transfer in the interest of the Government or for personal reasons. You are also liable for relocation expenses paid under any subsequent agreements until the completion of those service agreements.

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§ 302-20.101	<b>What en route transportation expenses will FAA pay?</b>	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 § 302-20.104 of this part 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.
§ 302-20.102	<b>How many privately owned automobiles will FAA authorize me to drive?</b>	One. Payment for driving a privately owned automobile is made to transport you, not your privately owned automobile(s), to your new official station or other authorized destination.
§ 302-20.103	<b>Will FAA authorize payment for my immediate family to drive one or more additional privately owned automobiles?</b>	Yes, but only in following circumstances: <ul style="list-style-type: none"><li data-bbox="688 699 1435 762">(a) You, the members of your immediate family, and your luggage cannot be transported in one privately owned automobile;</li><li data-bbox="688 793 1435 919">(b) You or a member of your immediate family require special accommodations because of age or a physical condition, and you require a second automobile for travel of you and/or other members of the immediate family;</li><li data-bbox="688 951 1435 1621">(c) You must report to your new official station before your immediate family, who must delay their departure for a reason acceptable to FAA such as:<ul style="list-style-type: none"><li data-bbox="735 1077 1435 1140">(1) A member of your immediate family must complete a school term;</li><li data-bbox="735 1171 1435 1234">(2) You have not been able to sell your residence at the old official station;</li><li data-bbox="735 1266 1435 1329">(3) Your immediate family must settle personal business affairs;</li><li data-bbox="735 1360 1435 1423">(4) Your immediate family must dispose of, or prepare for shipment of, your household goods;</li></ul></li><li data-bbox="688 1455 1435 1621">(d) A member of your immediate family must perform en route travel between a different origin and/or destination than your en route travel origin and destination (e.g., you have a dependent college student that leaves from the college site instead of your residence);</li></ul>

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- (e) You must report to your new official station after your immediate family, who must depart early for a reason acceptable to FAA such as:
  - (1) A member of your immediate family must begin a school term before you report for duty;
  - (2) Your immediate family must arrive early to complete a residence purchase transaction;
  - (3) Your immediate family must arrive early to unpack household goods; or
  - (4) A member of your immediate family must travel to the new official station early for medical reasons.

**§ 302-20.104**      **What rate will FAA use to pay my privately owned automobile expenses?**      It will use a rate based on the number of people in the privately owned automobile. The rates are as follows:

<b>When...</b>	<b>The rate is...</b>
Only you, or 1 member of your immediate family, is in the privately owned automobile,	15 cents per mile.
You and 1 member of your immediate family, or 2 members of your immediate family, are in the privately owned automobile,	17 cents per mile.
You and 2 members of your immediate family, or 3 members of your immediate family, are in the privately owned automobile,	19 cents per mile.
You and 3 or more members of your immediate family, or 4 or more members of your immediate family, are in the privately owned automobile,	20 cents per mile.

**§ 302-20.105**      **What if I use an additional privately owned automobile which is not authorized for en route travel?**      Your transportation expense reimbursement will be computed as if everyone traveled in the authorized privately owned automobile(s).

**§ 302-20.106**      **If I use my privately owned automobile to perform a temporary duty assignment in the middle of my en route travel, what rate will FAA use to pay my privately owned automobile expenses?**      FAA will use the rate specified in part 301-10 of chapter 301 for temporary duty travel to reimburse the portion of your travel related to your temporary duty assignment. The remaining travel will be paid at the rates specified in § 302-20.104 of this part.

# FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

## Chapter 302—Relocation Allowances

§ 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.

# FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

## Chapter 302—Relocation Allowances

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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.
<hr/>		<hr/>
§ 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.

# FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

## Chapter 302—Relocation Allowances

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- § 302-41.5**      **May I temporarily store professional books, papers, and equipment in excess of the maximum amount prescribed in § 302-41.4 transported as an administrative expense under § 302-40.5?**
- Yes. FAA, however, may require immediate transportation of your professional books, papers, and equipment to your new official station, and then, store the books, papers, and equipment at your office or other appropriate FAA storage facility.
- § 302-41.6**      **How do I determine the net weight of my household goods and professional books, papers, and equipment?**
- You determine the net weight in the same manner as you determine the net weight for transportation of household goods and professional books, papers, and equipment under § 302-40.6. You may use the net weight from transportation if you store all your household goods and professional books, papers, and equipment, but if you store only part of the shipment you will need to determine separately the net weight of the household goods and professional books, papers, and equipment stored.
- § 302-41.7**      **Must I obtain a bill of lading, weight certificate, or other document which shows the weight of household goods stored?**
- Yes, unless:
- (a) No adequate scale is available at your point of origin, at any point en route, or at your destination;
  - (b) Your household goods are transported as a part-load and its weight could not be obtained at origin, en route, or at destination, without first unloading it or other part-loads being carried in the same vehicle; or
  - (c) Your household goods are not weighed because the carrier's charges are properly computed on a basis other than the weight or volume of the shipment.
- § 302-41.8**      **What storage expenses will FAA pay?**
- FAA will pay for all storage expenses, including in and out charges and necessary drayage.
- § 302-41.9**      **How will FAA pay my temporary storage costs?**
- FAA will pay your temporary storage costs based on how FAA pays the transportation of your household goods and professional books, papers, and equipment. FAA will pay your temporary storage costs under:
- (a) The actual expense method as described in subpart B of this part if your transportation costs are paid under the actual expense method as described in subpart B of part 302-40 of this chapter; and
  - (b) The commuted rate system as described in subpart C of this part if your transportation was under the commuted rate system as described in subpart C of part 302-40 of this chapter.

# FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

## Chapter 302—Relocation Allowances

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§ 302-41.10	<b>How long may I be authorized to temporarily store my household goods and professional books, papers, and equipment?</b>	FAA will authorize you to claim temporary storage of your household goods and professional books, papers, and equipment for a reasonable period not to exceed 90 consecutive days. However, if FAA determines that there is a compelling reason for you to continue temporary storage after 90 consecutive days, FAA may authorize an extension of up to 90 additional consecutive days. Under no circumstances may you be authorized to claim temporary storage for more than a total of 180 consecutive days.
§ 302-41.11	<b>What is a “compelling reason” warranting extension of my authorized period for temporary storage of my household goods and professional books, papers, and equipment?</b>	A “compelling reason” is an event that is beyond your control and is acceptable to FAA. Examples include, but are not limited to: <ul style="list-style-type: none"><li data-bbox="691 604 1433 661">(a) Strikes, customs clearance, hazardous weather, fires, floods or other acts of God, or similar events;</li><li data-bbox="691 699 1433 787">(b) You cannot occupy your new permanent residence because of unanticipated problems (e.g., delay in settlement on the new residence, or short-term delay in construction of the residence);</li><li data-bbox="691 825 1433 913">(c) You are unable to locate a permanent residence which is adequate for your family's needs because of housing conditions at your new official station; or</li><li data-bbox="691 951 1433 1018">(d) Sudden illness, injury, or death of employee or immediate family member.</li></ul>
§ 302-41.12	<b>Who is responsible for storage costs if I store my household goods and professional books, papers, and equipment for a period in excess of the authorized period?</b>	You are responsible for any excess storage costs incurred as a result of storing your household goods and professional books, paper, and equipment for a period in excess of the authorized period.
§ 302-41.13	<b>May I temporarily store part of my household goods and professional books, papers, and equipment shipment and have the remaining delivered to my destination?</b>	Yes, however, once the household goods are delivered to your destination, FAA will not pay for any further transportation. For instance, if you temporarily store some of your household goods, and deliver the rest to your temporary quarters, FAA will not pay to transport the household goods from your temporary quarters to your permanent quarters.

# FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

## Chapter 302—Relocation Allowances

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### PART 302-43—ALLOWANCES FOR TRANSPORTATION OF A PRIVATELY OWNED AUTOMOBILE

#### SUBPART A—GENERAL RULES

Sec.

- 302-43.1 What are the purposes of the allowance for transportation of a POA?
- 302-43.2 What POA transportation may FAA authorize at Government expense?
- 302-43.3 Must FAA authorize transportation of my POA?
- 302-43.4 What type of POA may I be authorized to transport?
- 302-43.5 For what transportation expenses will FAA pay?
- 302-43.6 May I receive an advance of funds for transportation of my POA?
- 302-43.7 May FAA determine that driving my POA is more advantageous and limit my reimbursement to what it would cost to drive my POA?

#### SUBPART B—TRANSPORTATION OF A POA TO A POST OF DUTY

Sec.

##### General

- 302-43.100 Who is eligible for transportation of a POA to a post of duty?
- 302-43.101 In what situations may FAA authorize transportation of a POA to my post of duty?
- 302-43.102 How many POA's may I transport to a post of duty?
- 302-43.103 Do I have to transport my POA to my actual post of duty?
- 302-43.104 What may I do if there is no port or terminal at the point of origin and/or destination?

##### POA Transportation at Time of Assignment

- 302-43.140 Under what specific conditions may FAA authorize transportation of a POA to my post of duty upon my assignment to that post of duty?
- 302-43.141 What is the “authorized point of origin” when I transport a POA to my post of duty?
- 302-43.142 What will I be reimbursed if I transport a POA from a point of origin that is different from the authorized point of origin?
- 302-43.143 When I am authorized to transport a POA, may I have the manufacturer or the manufacturer's agent transport a new POA from the factory or other shipping point directly to my post of duty?

##### POA Transportation Subsequent to the Time of Assignment

- 302-43.170 Under what specific conditions may FAA authorize transportation of a POA to my post of duty subsequent to the time of my assignment to that post of duty?
- 302-43.171 If circumstances warrant an authorization to transport a POA to my post of duty after my assignment to the post of duty, must I sign a new service agreement?
- 302-43.172 Under what conditions may FAA authorize transportation of a replacement POA to my post of duty?
- 302-43.173 How many replacement POA's may FAA authorize me to transport to my post of duty at Government expense?
- 302-43.174 What is the “authorized point of origin” when I transport a POA, including a replacement POA, to my post of duty subsequent to the time of my assignment to that post of duty?

# FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

## Chapter 302—Relocation Allowances

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- 302-43.175 When I am authorized to transport a POA, including a replacement POA, to my post of duty subsequent to the time of my assignment to that post of duty, may I have the manufacturer or the manufacturer's agent transport a new POA from the factory or other shipping point directly to my post of duty?

### SUBPART C—TRANSPORTATION OF A POA FROM A POST OF DUTY

Sec.

- 302-43.200 When am I eligible for transportation of a POA from my post of duty?  
302-43.201 In what situations will FAA pay to transport a POA from my post of duty?  
302-43.202 When do I become entitled to transportation of my POA from my post of duty to an authorized destination?  
302-43.203 Is there any circumstance under which I may be authorized to transport my POA from a post of duty before completing my service agreement?  
302-43.204 How many POA's may I transport from my post of duty?  
302-43.205 If I am authorized a replacement POA under § 302-43.172, may I transport the POA that is being replaced from my post of duty?  
302-43.206 What is the "authorized point of origin" when I transport my POA from my post of duty?  
302-43.207 What is the "authorized destination" of a POA transported under this subpart?  
302-43.208 What should I do if there is no port or terminal at my authorized point of origin or authorized destination when I transport a POA from my post of duty?  
302-43.209 What will I be reimbursed if I transport my POA from a point of origin or to a destination that is different from my authorized origin or destination?  
302-43.210 If I retain my POA at my post of duty after conditions change to make use of the POA no longer in the interest of the Government, may I transport it at Government expense from the post of duty at a later date?

### SUBPART D—TRANSPORTATION OF A POA WHOLLY WITHIN THE CONTINENTAL UNITED STATES

Sec.

- 302-43.300 When am I eligible for transportation of my POA wholly within CONUS at Government expense?  
302-43.301 Under what conditions may FAA authorize transportation of my POA wholly within CONUS?  
302-43.302 How many POAs may I transport wholly within CONUS?  
302-43.303 If I am authorized to transport my POA wholly within CONUS, where must the transportation originate?  
302-43.304 If I am authorized to transport my POA wholly within CONUS, what must the destination be?

### SUBPART A—GENERAL RULES

- § 302-43.1 **What is the purpose of the allowance for transportation of a POA?** To reduce the Government's overall relocation costs by allowing transportation of a POA to your official station within CONUS when it is advantageous and cost effective to the Government, and to improve your overall effectiveness if you are relocated to a post of duty at which it is in the interest of the Government for you to have use of a POA for personal transportation.

# FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

## Chapter 302—Relocation Allowances

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- § 302-43.201**      **In what situations will FAA pay to transport a POA from my post of duty?**
- FAA will pay when:
- (a) You are relocated back to the official station (including post of duty) from which you relocated to your current post of duty;
  - (b) You are transferred to a new official station within CONUS;
  - (c) You are transferred to a new post of duty, where FAA determines that use of a POA at that location is not in the interest of the Government;
  - (d) You separate from Government service after completion of an agreed period of service at the post of duty where your agency determined the use of a POA to be in the interest of the Government;
  - (e) You separate from Government service prior to completion of an agreed period of service at the post of duty where your agency determined the use of a POA to be in the interest of the Government, and the separation is for reasons beyond your control and acceptable to your agency; or
  - (f) Conditions change at your post of duty such that use of the POA no longer is in the interest of the Government.
- § 302-43.202**      **When do I become entitled to transportation of my POA from my post of duty to an authorized destination?**
- You become entitled when:
- (a) FAA determines the use of a POA at your post of duty was in the interest of the Government;
  - (b) You have a POA at your post of duty; and
  - (c) You have completed your service agreement.
- § 302-43.203**      **Is there any circumstance under which I may be authorized to transport my POA from a post of duty before completing my service agreement?**
- Yes. If conditions change at your post of duty such that use of your POA no longer is in the interest of the Government, or if you separate from Government service prior to completion of your service agreement for reasons beyond your control and acceptable to your agency, your agency may authorize return transportation to your authorized destination. When the return transportation is based on changed conditions, you still are required to complete your service agreement. If you do not, you will be required to repay the transportation costs.

# FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

## Chapter 302—Relocation Allowances

§ 302-43.204	<b>How many POA’s may I transport from my post of duty?</b>	Only one.
§ 302-43.205	<b>If I am authorized a replacement POA under § 302-43.172, may I transport the POA that is being replaced from my post of duty?</b>	No. FAA will not pay to transport a POA which is replaced. You will be responsible for the POA (i.e., you must dispose of the POA locally or transport the POA at personal expense).
§ 302-43.206	<b>What is the “authorized point of origin” when I transport my POA from my post of duty?</b>	The last post of duty to which you were authorized to transport your POA at Government expense.
§ 302-43.207	<b>What is the “authorized destination” of a POA transported under this subpart?</b>	The “authorized destination” is as follows:

<b>If...</b>	<b>The authorized destination of the POA you transport at Government expense is...</b>
You are transferred to an official station within CONUS,	Your official station or new residence.
You are transferred to another post of duty and use of a POA at the new post is not in the interest of the Government,	Your designated place of residence.
You separate from Government service and are eligible for transportation of your POA from your post of duty, or	Your designated place of residence.
Conditions change at your post of duty such that use of your POA no longer is in the interest of the Government at that post of duty,	Your designated place of residence.

§ 302-43.208	<b>What should I do if there is no port or terminal at my authorized point of origin or authorized destination when I transport a POA from my post of duty?</b>	FAA will pay the entire cost of transporting the POA from your authorized origin to your authorized destination. If you prefer, however, you may choose to drive your POA to the port of embarkation and/or from the port of debarkation. If you choose to drive, you will be reimbursed in the same manner as an employee covered under § 302-43.104.
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