

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 300—General

PART 300-1--THE FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Sec.

- 300-1.1 What is the Federal Aviation Administration Travel Policy?
300-1.2 What is the authority for FAA to issue the FAATP?
300-1.3 What are the goals of the FAATP?
300-1.4 How is the FAATP organized?
300-1.5 Who is responsible for issuing the FAATP?
300-1.6 Who should I contact if I have questions regarding the FAATP?

- § 300-1.1** **What is the Federal Aviation Administration Travel Policy?** The Federal Aviation Administration Travel Policy (FAATP) is the document which establishes the policies governing official travel and relocation by all FAA employees.
- § 300-1.2** **What is the authority for FAA to issue the FAATP?** Section 347 of Pub. L. 104-50—Department of Transportation and Related Agencies Appropriations Act, 1996. Section 347 of Pub. L. 104-50 grants the Administrator authority to develop a personnel system with new personnel policies, including travel policies, and to exempt FAA from certain provisions of title 5, United States Code, and implementing Governmentwide regulations, including the Federal Travel Regulation.
- § 300-1.3** **What are the goals of the FAATP?** The goals are:
- (a) To provide equitable reimbursement to employees for additional expenses incurred while performing official travel or while relocating at Government expense;
 - (b) To ease administrative burdens placed on agencies; and
 - (c) To limit FAA's costs.
- § 300-1.4** **How is the FAATP organized?** The FAATP is organized into 5 chapters as follows:

Chapter	Contains the rules applicable to:
300	The entire FAATP.
301	Employees performing official business travel.
302	Employees relocating at Government expense.
303	Transportation of an employee's remains, family and personal effects when an employee dies.
304	Acceptance of payment from a non-Federal source for travel expenses.

- § 300-1.5** **Who is responsible for issuing the FAATP?** The Assistant Administrator for Financial Services has been delegated the authority to issue amendments to the FAATP.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 300—General

§ 300-1.6 **Who should I contact if I have questions regarding the FAATP?** You should ask the accounting office processing your claim. The accounting office processing your claim is responsible for applying the provisions of the FAATP to your particular claim. If they require an interpretation or explanation of the provisions, they will contact the Financial Services Branch (AFM-330).

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 300—General

PART 300-3--GLOSSARY OF TERMS

Sec.

300-3.1	What does the term “actual expense” mean?
300-3.2	What is an “actual subsistence expense allowance (ASEA)”?
300-3.3	What is an “approved accommodation”?
300-3.4	What are “automated-teller machine (ATM) services”?
300-3.5	What is a “common carrier”?
300-3.6	What is a “conference”?
300-3.7	What does CONUS mean?
300-3.8	What is a “contract passenger transportation service”?
300-3.9	What is an “employee with a disability”?
300-3.10	What is “extended stay travel”?
300-3.11	What is a “fixed rate per diem”?
300-3.12	What is a “foreign air carrier”?
300-3.13	What is a “foreign area”?
300-3.14	What is a “Government aircraft”?
300-3.15	What is a “Government contractor-issued individually billed charge card”?
300-3.16	What is a “Government furnished automobile”?
300-3.17	What is a “Government furnished vehicle”?
300-3.18	What is a “Government Transportation Request (GTR)”?
300-3.19	What is an “interviewee”?
300-3.20	What is “invitational travel”?
300-3.21	What is the “lodgings plus” per diem system?
300-3.22	What is a “non-foreign area”?
300-3.23	What is a “per diem allowance”?
300-3.24	What is a “place of public accommodation”?
300-3.25	What is a “post of duty”?
300-3.26	What is a “privately owned automobile”?
300-3.27	What is a “privately owned vehicle (POV)”?
300-3.28	What is a “special conveyance”?
300-3.29	What are “subsistence expenses”?
300-3.30	What is a “temporary duty location”?
300-3.31	What is “total elapsed time”?
300-3.32	What is a “travel advance”?
300-3.33	What is a “travel authorization (order)”?
300-3.34	What is a “travel claim (voucher)”?
300-3.35	What is a “travel management system”?

§ 300-3.1 **What does the term “actual expense” mean?** Actual expense means the payment of authorized actual expenses incurred.

§ 300-3.2 **What is an “actual subsistence expense allowance (ASEA)”?** An allowance which allows the payment of actual expenses for all subsistence expenses.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 300—General

§ 300-3.3	What is an “approved accommodation”?	An “approved accommodation” is any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at http://www.usfa.fema.gov/hotel/index.htm .
§ 300-3.4	What are “automated-teller machine (ATM) services”?	Automated-Teller-Machine (ATM) services are Government contractor provided ATM services that allow cash withdrawals from participating ATMs to be charged to a Government contractor issued charge card.
§ 300-3.5	What is a “common carrier”?	A “common carrier” is a private-sector supplier of air, rail or bus transportation
§ 300-3.6	What is a “conference”?	A “conference” is a meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conferences under 5 CFR 410.404.
§ 300-3.7	What does CONUS mean?	CONUS means the Continental United States (CONUS). CONUS comprises the 48 contiguous States and the District of Columbia.
§ 300-3.8	What is a “contract passenger transportation service”?	A “contract passenger transportation service” is a U.S. certificated air carrier which is under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.
§ 300-3.9	What is an “employee with a disability”?	<p>An “employee with a disability” is :</p> <ul style="list-style-type: none">(a) An employee who has a disability as defined in paragraph (b) of this definition and is otherwise generally covered under the Rehabilitation Act of 1973, as amended (29 U.S.C. 701, et. seq.);(b) “Disability,” with respect to an employee, means:<ul style="list-style-type: none">(1) Having a physical or mental impairment that substantially limits one or more major life activities;(2) Having a record of such an impairment;(3) Being regarded as having such an impairment; but(4) Does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 300—General

- (c) “Physical or mental impairment” means:
- (1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organ, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or
 - (2) Any mental or psychological disorder (e.g., mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities).
 - (3) The term “physical or mental impairment” includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech and hearing impairments.
- (d) “Major life activities” means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- (e) “Has a record of such an impairment” means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.
- (f) “Is regarded as having such an impairment” means the employee has:
- (1) A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;
 - (2) A physical or mental impairment that substantially limits major life activities as a result of the attitudes of others toward such an impairment; or
 - (3) None of the impairments defined under “physical or mental impairment”, but is treated by the employing agency as having a substantially limiting impairment.

§ 300-3.10

What is “extended stay travel”?

“Extended stay travel” is travel which involves:

- (a) The temporary duty assignment which lasts 31 calendar days or more; or
- (b) The temporary duty assignment involves a training which lasts 16 class days or more.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 300—General

§ 300-3.11	What is a “fixed rate per diem”?	“Fixed rate per diem” is a method of paying per diem for official travel where the employee receives a fixed amount to cover both lodging costs and meals and incidental expenses (M&IE).
§ 300-3.12	What is a “foreign air carrier”?	A “foreign air carrier” is an air carrier who is not holding a certificate issued by the United States under 49 U.S.C. 41102.
§ 300-3.13	What is a “foreign area”?	A “foreign area” (see also Non-foreign area) is any area, including the Trust Territories of the Pacific Islands, situated both outside CONUS and the non-foreign areas.
§ 300-3.14	What is a “Government aircraft”?	A “Government aircraft” is any aircraft owned, leased, chartered or rented and operated by an executive agency.
§ 300-3.15	What is a “Government contractor-issued individually billed charge card”?	A “Government contractor-issued individually billed charge card” is a Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.
§ 300-3.16	What is a “Government furnished automobile”?	A “Government-furnished automobile” is an automobile (or “light truck,” as defined in 41 CFR 101-38 including vans and pickup trucks) that is: (a) owned by an agency, (b) assigned or dispatched to an agency from the GSA Interagency Fleet Management System, or (c) leased by the Government for a period of 60 days or longer from a commercial source
§ 300-3.17	What is a “Government furnished vehicle”?	A “Government-furnished vehicle” is a Government-furnished automobile or a Government aircraft.
§ 300-3.18	What is a “Government Transportation Request (GTR)”?	A “Government Transportation Request (GTR) (Standard Form 1169) is a Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.
§ 300-3.19	What is an “interviewee”?	An “interviewee” is an individual who is being considered for employment by an agency. The individual may currently be a Government employee.
§ 300-3.20	What is “invitational travel”?	Invitational travel is authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 300—General

§ 300-3.21	What is the “lodgings plus” per diem system?	Lodgings-plus per diem system is the method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.
§ 300-3.22	What is a “non-foreign area”?	Non-foreign area means the United States, the District of Columbia, the Commonwealths of Puerto Rico, Guam and the Northern Mariana Islands and the territories and possessions of the United States (excludes the Trust Territories of the Pacific Islands).
§ 300-3.23	What is a “per diem allowance”?	A per diem allowance is a daily payment instead of reimbursement for actual subsistence expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses.
§ 300-3.24	What is a “place of public accommodation”?	<p>A “place of public accommodation” is any inn, hotel, or other establishment within a State that provides lodging to transient guests, excluding:</p> <ul style="list-style-type: none">(a) An establishment owned by the Federal Government;(b) An establishment treated as an apartment building by State or local law or regulation; or(c) An establishment containing not more than 5 rooms for rent or hire that is also occupied as a residence by the proprietor of that establishment.
§ 300-3.25	What is a “post of duty”?	A “post of duty” is an official station outside CONUS.
§ 300-3.26	What is a “privately owned automobile”?	A “privately owned automobile” is a car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.
§ 300-3.27	What is a “privately owned vehicle (POV)”?	Privately Owned Vehicle (POV)--Any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government agency, and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business
§ 300-3.28	What is a “special conveyance”?	A “special conveyance” is a commercially rented or hired vehicle other than a privately owned vehicle and other than those owned or under contract to an agency.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 300—General

§ 300-3.29	What are “subsistence expenses”?	Subsistence expenses includes the following: <ul style="list-style-type: none">(a) Lodging costs, including expenses for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate. Lodging does not include accommodations on airplanes, trains, buses, or ships. Such cost is included in the transportation cost and is not considered a lodging expense.(b) Meals expenses, including breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).(c) Incidental expenses.<ul style="list-style-type: none">(1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries;(2) Laundry, cleaning and pressing of clothing;(3) Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the TDY site; and(4) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings.
§ 300-3.30	What is a “temporary duty location”?	A “temporary duty (TDY) location” is a place, away from an employee's official station, where the employee is authorized to travel
§ 300-3.31	What is “total elapsed time”?	Total elapsed time is the number of scheduled hours from point of origin to destination and includes stopovers.
§ 300-3.32	What is a “travel advance”?	A travel advance is prepayment of estimated travel expenses paid to an employee.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 300—General

§ 300-3.33	What is a “travel authorization (order)”?	A travel authorization (order) is written permission to travel on official business. There are three basic types of travel authorizations (orders): (a) Unlimited open. An authorization allowing an employee to travel for any official purpose without further authorization. (b) Limited open. An authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. (c) Trip-by-trip. An authorization allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.
§ 300-3.34	What is a “travel claim (voucher)”?	A travel claim (voucher) is a written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of station (PCS) travel.
§ 300-3.35	What is a “travel management system”?	A travel management system (TMS) is a system to arrange travel services for Federal employees on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, commercial ticket office, electronic travel management system, or other commercial method of arranging travel.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 301—Travel Allowances

PART 301-2—GENERAL RULES

Sec.

301-2.1	What is the purpose for the allowances provided in this chapter?
301-2.2	What travel expenses may FAA pay?
301-2.3	What standard of care must I use in incurring travel expenses?
301-2.4	Who is responsible for excess costs and additional expenses?
301-2.5	Must I be authorized to travel?
301-2.6	Who must sign a general authorization?
301-2.7	What travel expenses require specific authorization?
301-2.8	Who must sign my specific authorization?
301-2.9	Is there any instance when FAA may approve payment of travel expenses without a written authorization?

§ 301-2.1	What is the purpose for the allowances provided in this chapter?	To reasonably reimburse an employee for additional expenses incurred as a result of performing temporary duty travel for FAA. The allowances are not intended to provide payment for personal expenses that the employee would incur as a result of usual activities at his/her official station (e.g., normal commuting costs or normal subsistence expenses the official station).
§ 301-2.2	What travel expenses may FAA pay?	FAA may pay only those expenses essential to the transaction of official business. Such expenses include: (a) Transportation expenses as provided in part 301-10 of this chapter; (b) Subsistence expenses as provided in part 301-11 of this chapter; (c) Miscellaneous expenses as provided in part 301-12 of this chapter; and (d) Travel expenses of an employee with a disability as provided in part 302-13 of this chapter.
§ 301-2.3	What standard of care must I use in incurring travel expenses?	You must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
§ 301-2.4	Who is responsible for excess costs and additional expenses?	You are responsible for excess costs and any additional expenses that you incur for personal preference or convenience. FAA will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 301-2.5** **Must I be authorized to travel?** You must have a written general authorization to travel before you incur any travel expenses, unless your travel is 50 miles or less and does not require lodging at Government expense. In addition, you must have a written specific authorization for each trip (except as provided in § 301-2.6 of this part) before you may be paid for travel expenses that require such authorization.
- § 301-2.6** **Who must sign a general authorization?** One of the following must sign:
- (a) The Administrator;
 - (b) The Deputy Administrator;
 - (c) The Associate and Assistant Administrators, although each Associate or Assistant Administrator may redelegate this authority to
 - (1) His/her deputy;
 - (2) Heads of offices and services;
 - (3) Division managers;
 - (4) In the case of the Aviation Standards National Field Office (AVN) to branch managers, and managers of field offices reporting to AVN; and/or
 - (5) In the case of the Office of Communications, Navigation, and Surveillance Systems (AND) to Integrated Product Team Leads and Product Leads;
 - (d) The Chief Counsel (although the Chief Counsel may redelegate this authority to his/her deputy and Assistant Chief Counsels);
 - (e) Regional Administrators (although regional administrators may redelegate this authority to his/her deputy, branch managers, and/or other appropriate high-level officials in regional field offices); or
 - (f) Center Directors (although Center Directors may redelegate this authority to his/her deputy and/or branch managers).
- § 301-2.7** **What travel expenses require specific authorization?** You must have a specific authorization for:
- (a) Use of premium-class service on common carrier transportation;
 - (b) Use of a foreign flag carrier;
 - (c) Use of reduced fares for group or charter arrangements;
 - (d) Use of cash to pay for common carrier transportation;

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- (e) Use of extra-fare train service;
- (f) Travel by vessel;
- (g) Use of a commercial rental automobile;
- (h) Use of a Government aircraft;
- (i) Payment of a fixed (reduced) rate of per diem for subsistence expenses;
- (j) Payment of Actual Subsistence Expense Allowance (ASEA);
- (k) Payment of an allowance for subsistence expenses for a temporary duty assignment lasting more than 1 year;
- (l) Travel expenses related to emergency travel;
- (m) Transportation expenses related to threatened law enforcement/investigative employees;
- (n) Travel expenses related to travel to a foreign area;
- (o) Acceptance of payment from a non-Federal source for travel expenses; and
- (p) Travel expenses related to attendance at a conference.

§ 301-2.8 **Who must sign my specific authorization?** As follows:

For...	Your specific authorization must be signed by...
Use of first-class service on common carrier transportation;	The Administrator or Deputy Administrator. This authority may not be redelegated.
Use of premium-class other than first-class service on common carrier transportation;	The Administrator or Deputy Administrator, (or for employees stationed in a foreign area, Directors of API's International Area Offices or the Office Director for the employee's office). This authority may not be redelegated.
Use of a foreign flag carrier;	Same as § 301-2.6 of this part.
Use of reduced fares for group or charter arrangements;	Same as § 301-2.6 of this part.
Use of cash to pay for common carrier transportation;	Same as § 301-2.6 of this part.
Use of extra-fare train service;	Same as § 301-2.6 of this part.
Travel by vessel;	The Administrator or Deputy Administrator. This authority may not be redelegated.
Use of a commercial rental automobile;	Same as § 301-2.6 of this part.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

For...	Your specific authorization must be signed by...
Use of a Government aircraft;	The individual(s) specified in FAA Order 4040.9D, except for authorization of the air shuttle service between Reagan National Airport in Washington, DC and the William J. Hughes Technical Center in Atlantic City, which may be authorized by the same official issuing your general authorization in § 301-2.6 of this part.
Payment of a fixed (reduced) rate of per diem for subsistence expenses;	Same as § 301-2.6 of this part.
Payment of ASEA;	Same as § 301-2.6 of this part.
Payment of an allowance for subsistence expenses for a temporary duty assignment lasting more than 1 year;	Associate Administrators, Assistant Administrators, and the Chief Counsel. The Associate Administrator for Regional Center Operations may redelegate this authority to the regional administrators or center director. In all other instances, this authority may not be redelegated.
Travel expenses related to emergency travel;	Associate Administrators, Assistant Administrators, and the Chief Counsel. The Associate Administrator for Regional Center Operations may redelegate this authority to the regional administrators or center director. In all other instances, this authority may not be redelegated.
Transportation expenses related to threatened law enforcement/investigative employees;	Associate Administrators, Assistant Administrators, and the Chief Counsel. The Associate Administrator for Regional Center Operations may redelegate this authority to the regional administrators or center director. In all other instances, this authority may not be redelegated.
Travel expenses related to travel to a foreign area;	Associate Administrators, Assistant Administrators, and the Chief Counsel. This authority may be redelegated in writing.
Acceptance of payment from a non-Federal source for travel expenses,	The Administrator through the Chief Counsel.
Travel expenses related to attendance at a conference,	Associate Administrators, Assistant Administrators, the Chief Counsel, Regional Administrators, and Center Directors. This authority may not be redelegated.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 301-2.9** **Is there any instance when FAA may approve payment of travel expenses without a written authorization?**
- Yes. FAA may:
- (a) Approve the payment of travel expenses after travel is completed if it is not practical or possible to obtain an advance written general authorization; and
 - (b) Approve the payment of travel expenses listed in § 301-2.7 of this part requiring a specific authorization if it is not practical or possible to obtain an advance written specific authorization, except that you must always provide an advance specific authorization for the following:
 - (1) Use of reduced fares for group or charter arrangements;
 - (2) Use of a Government aircraft;
 - (3) Payment of a fixed (reduced) rate of per diem for subsistence expenses;
 - (4) Acceptance of payment from a non-Federal source for travel expenses; and
 - (5) Travel expenses related to attendance at a conference

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- 301-10.452 Will FAA pay the cost of a damage waiver (CDW or LDW) or theft insurance if I travel outside CONUS?
- 301-10.453 May I be reimbursed for personal accident insurance?
- 301-10.454 For what purposes may I use a commercial rental automobile obtained with Government funds?
- 301-10.455 What is my liability for unauthorized use of a commercial rental automobile?

SUBPART F—TRANSPORTATION OF BAGGAGE

- 301-10.500 What baggage may I transport at Government expense?
- 301-10.501 What baggage transportation expenses must FAA pay?
- 301-10.502 What other expenses related to baggage transportation must FAA pay?
- 301-10.503 What must I do about the transportation of my baggage if I change the route for which I was originally ticketed?

SUBPART A—GENERAL

Allowable Transportation

- § 301-10.1 Am I eligible for payment of transportation expenses?** You are eligible for transportation expenses if:
- (a) You are an employee who travels at Government expense to a temporary duty site which is more than 50 miles away from your official station; or
 - (b) You are an employee who is performing local travel and you are authorized payment of transportation expenses as provided in §§ 301-10.20 through 301-10.24 of this part.
- § 301-10.2 What expenses are payable as transportation?** Fares, rental fees, mileage payments, and other expenses related to transportation.
- § 301-10.3 Will FAA pay the cost of transportation between places of business when I am performing official travel away from my official station?** Yes, unless you are attending a training course at the Mike Monroney Aeronautical Center.
- § 301-10.4 Will FAA pay the cost of transportation between my place of business and my place of lodging when I am performing official travel away from my official station?** Yes, unless you are attending a training course at the Mike Monroney Aeronautical Center.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

§ 301-10.5 **Will FAA pay the cost of transportation between the place I obtain meals and my place of business or my place of lodging when I am performing official travel away from my official station?** No, unless:

- (a) You cannot obtain adequate meals at or near your place of lodging or your place of business. You are to use the M&IE portion of the lodgings plus per diem allowance to cover these expenses; and
- (b) You are not attending a course at the Mike Monroney Aeronautical Center.

§ 301-10.6 **Will FAA pay transportation expenses for me to return to my official station on nonworkdays?** FAA will pay as follows:

If...	FAA will pay...
You are authorized a return trip home under the following circumstances:	Your actual transportation expenses.
(a) FAA requires you to return to your official station to perform official business or because it otherwise is advantageous to the Government;	
(b) FAA will realize a substantial cost savings by returning you home; or	
(c) Periodic return travel home is justified incident to an extended TDY assignment.	
You return home voluntarily even though you are not authorized a return trip home,	Your actual transportation expenses, except that your transportation expenses and subsistence expenses cannot exceed what FAA would have paid you for subsistence expenses under § 301-11.74 of part 301-11 of this chapter if you had remained at your temporary duty location.

§ 301-10.7 **Will FAA pay transportation expenses for me to travel from a leave point to a location where you will perform temporary duty?** As follows:

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

Airline Service

- § 301-10.110** **What rules govern the selection of my airline service for official travel?** The following:
- (a) You must use U.S. flag carrier service as provided in §§ 301-10.120 through 301-10.133 of this part;
 - (b) You must use coach class accommodations as provided in §§ 301-10.140 through 301-10.144 of this part;
 - (c) You must use contract passenger transportation service, if available, as provided in §§ 301-10.150 through 301-10.152 of this part; and
 - (d) You must consider the cost of passenger transportation service when contract passenger transportation service is not available as provided in § 301-10.153 of this part.
 - (e) You should consider reduced cost passenger transportation service when contract passenger transportation service is not available as provided in §§ 301-10.154 and 301-10.155 of this part.
- § 301-10.111** **What must I do with compensation an airline gives me if it denies me a seat on a plane?** If you are performing official travel and a carrier denies you a confirmed reserved seat on a plane, you must give the Government any payment you receive for liquidated damages. You must ensure the carrier shows the “Treasurer of the United States” as payee on the compensation check and then forward the payment to the appropriate FAA official.
- § 301-10.112** **May I keep compensation an airline gives me for voluntarily vacating my seat on a plane when the airline asks for volunteers?** When you voluntarily vacate your seat, you may retain compensation the airline gives you only under the following conditions:
- (a) You must not voluntarily vacate your seat if it will interfere with performing your official duties;
 - (b) If you incur travel expenses beyond those you otherwise would have incurred, you will be responsible for the additional expenses and they will be offset against your reimbursement; and
 - (c) If volunteering delays your travel during duty hours, FAA will charge you with annual leave for the additional hours.
- § 301-10.120** **What is U.S. flag carrier service?** U.S. flag carrier service means service provided on an air carrier holding a certificate under 49 U.S.C. 41102, including service provided under a code sharing agreement, as stated under § 301-10.132.
- § 301-10.121** **Must I travel by U.S. flag carrier service?** Yes, except as follows:

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

If you are traveling...	You must use a U.S. flag carrier service if it is...
To or from a point in a nonforeign area,	Available, unless travel by a foreign flag carrier is a matter of necessity.
Between points in foreign areas,	Reasonably available, unless travel by a foreign flag carrier is a matter of necessity.

§ 301-10.122 **When I travel to or from a nonforeign area, and a U.S. flag carrier provides service between my origin and destination, under what circumstances must I consider U.S. flag carrier service available?** As indicated in the following chart:

For...	You must consider U.S. flag carrier service available unless...
Short distance travel,	Travel by foreign flag carrier service is 3 hours or less, and travel by the U.S. flag carrier service would at least double the travel time.
All other travel,	Travel by the U.S. flag carrier service would increase the employee's time in a travel status by 24 hours or more.

§ 301-10.123 **If I travel to or from a point within a nonforeign area, and a U.S. flag carrier does not provide service between my origin and destination, what must I do?** As follows:

If you travel...	You must...
To a point in a nonforeign area,	Travel by foreign flag carrier to the nearest interchange point on a usually traveled route serviced by a U.S. flag carrier. Then, you must use a U.S. flag carrier service to travel to a nonforeign area unless the U.S. flag carrier service will require you to wait 6 hours or more at the interchange point, or increases your time in a travel status by 6 hours or more.
From a point in a nonforeign area,	Travel by a U.S. flag carrier service to the farthest interchange point on a usually traveled route, unless the U.S. flag carrier service will require you to wait 6 hours or more at the interchange point, or increase your time in a travel status by 6 hours or more. Then, you may travel by foreign flag carrier to your destination.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 301-10.140 **What classes of airline accommodations are available?** The classes are:
- (a) **Coach-class.** The basic class of accommodations offered to travelers that includes a level of service available to all passengers regardless of fare paid. This term applies when an airline offers only one class of accommodations and includes tourist and economy class;
 - (b) **Premium-class.** Any class of accommodations above coach-class, e.g., first-class or business-class;
 - (c) **First-class.** The highest class of accommodations on a multiple-class commercial air carrier; and
 - (d) **Premium-class other than first-class.** Any class of accommodations between coach-class and first-class, e.g., business-class.
- § 301-10.141 **What class of airline accommodations will FAA authorize me to use?** For official business travel, both domestic and international, FAA will authorize you to use coach-class accommodations except when FAA authorizes use of premium-class airline accommodations as provided in § 301-10.142 or § 301-10.143 of this part. If FAA does not specify what class of airline accommodations are authorized, you are authorized to use only coach-class accommodations.
- § 301-10.142 **When may FAA authorize me to use first-class airline accommodations at Government expense?** Only when FAA specifically authorizes or approves your use of first-class accommodations under paragraphs (a) through (c) of this section.
- (a) No other reasonably available coach-class or premium-class other than first-class accommodations. “Reasonably available” means a class of accommodations other than first-class, that is available on an airline and that is scheduled to leave within 24 hours of the employee’s proposed departure time, or scheduled to arrive within 24 hours of the employee’s proposed arrival time. The term does not include accommodations with a scheduled arrival time that is later than your required reporting time at the duty site, or with a scheduled departure time that is earlier than the time you are scheduled to complete duty.
 - (b) When use of first-class is necessary to accommodate a disability or other physical impairment. Such condition must be substantiated in writing by competent medical authority. If you are authorized under § 301-13.4 of part 301-13 of this chapter to have an attendant accompany you, FAA also may authorize the attendant to use first-class accommodations if you require the attendant’s services en route.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- (c) When exceptional security circumstances require first-class travel. Exceptional security circumstances include, but are not limited to:
 - (1) Use of other than first class accommodations would endanger your life or Government property;
 - (2) You are an agent in charge of protective details and you are accompanying an individual authorized to use first-class accommodations; or
 - (3) You are a courier or control officer accompanying controlled pouches or packages.

§ 301-10.143

When may FAA authorize me to use premium-class other than first-class airline accommodations at Government expense?

Only when FAA specifically authorizes or approves your use of such accommodations under paragraphs (a) through (i) of this section.

- (a) Regularly scheduled flights between origin/destination points (including connecting points) provide only premium-class accommodations and you certify such on your voucher;
- (b) No space is available in coach-class accommodations in time to accomplish the mission which is so urgent it cannot be postponed;
- (c) When use of premium-class other than first-class accommodations is necessary to accommodate your disability or other physical impairment and your condition is substantiated in writing by a competent medical authority. If you are authorized under 301-13.4 of part 301-13 of this chapter to have an attendant accompany you, FAA also may authorize the attendant to use premium-class other than first-class accommodations if you require the attendant's services en route;
- (d) Security purposes or exceptional circumstances as determined by FAA makes the use of premium-class other than first-class accommodations essential to the successful performance of the FAA's mission;
- (e) Coach-class accommodations on an authorized/approved foreign flag air carrier do not provide adequate sanitation or health standards;
- (f) The use results in an overall cost savings to the Government by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations;
- (g) You are able to obtain the accommodations as an upgrade through the redemption of frequent traveler benefits;

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 301-10.183** **What class of ship accommodations will FAA authorize me to use?** FAA will authorize you to use lowest-class accommodations for all ship travel, except when FAA authorizes first-class accommodations as provided § 301-10.184. If FAA does not specify what class of ship accommodations are authorized, you are authorized to use only coach-class accommodations.
- § 301-10.184** **When may FAA authorize me to use first-class ship accommodations at Government expense?** Only when FAA specifically authorizes or approves your use of first-class ship accommodations under paragraphs (a) through (c) of this section.
- (a) Lowest-class accommodations are not available on the ship.
 - (b) When use of first-class is necessary to accommodate a disability or other physical impairment. Such condition must be substantiated in writing by competent medical authority. If you are authorized under § 301-13.4 of part 301-13 of this chapter to have an attendant accompany you, FAA also may authorize the attendant to use first-class accommodations if you require the attendant's services en route.
 - (c) When exceptional security circumstances require first-class travel. Exceptional security circumstances include, but are not limited to:
 - (1) The use of lowest-class accommodations would endanger your life or Government property;
 - (2) You are an agent in charge of protective details and you are accompanying an individual authorized to use first-class accommodations; or
 - (3) You are a courier or control officer accompanying controlled pouches or packages.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

Local Mass Transit

- § 301-10.190** **When may I use a local mass transit system bus, subway, or streetcar?** You may use the local transit system for:
- (a) Transportation between places of business when I am performing official travel away from my official station as provided in § 301-10.3;
 - (b) Transportation between my place of business and my place of lodging when I am performing official travel away from my official station as provided in § 301-10.4;
 - (c) Transportation between the place I obtain meals and my place of business or my place of lodging when I am performing official travel away from my official station as provided in § 301-10.5; and
 - (d) Local transportation as provided in §§ 301-10.20 through 301-10.24.

SUBPART C—GOVERNMENT VEHICLE

- § 301-10.200** **What types of Government vehicles may FAA authorize me to use?** You may be authorized to use:
- (a) A Government automobile in accordance with §§ 301-10.220 through 301-10.221;
 - (b) A Government aircraft in accordance with §§ 301-10.260 through 301-10.265; and
 - (c) Other type of Government vehicle in accordance with FAA rules governing its use.
- § 301-10.201** **For what purposes may I use a Government vehicle?** For Government automobiles, see § 301-10.220. For Government airplanes, see § 301-10.263. For all other Government vehicles, you may use the Government vehicle only for official purposes as established in the rules governing the use of that Government vehicle.
- § 301-10.202** **What is my liability for unauthorized use of a Government vehicle?** You are responsible for any additional cost resulting from unauthorized use of a Government vehicle and you may be subject to criminal liability for misuse of Government property.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

SUBPART D—PRIVATELY OWNED VEHICLE (POV)

- § 301-10.300** **When may I use a POV to perform official travel?** You may always use a POV to perform official travel, including local travel, however, FAA will limit its payment for your travel expenses if you are not authorized to use a POV as provided in §§ 301-10.311 through 301-10.313 of this part.
- § 301-10.301** **How will I be reimbursed when I use a POV to perform official travel?** As follows:

If you use...	You are reimbursed on...
A privately-owned airplane, automobile, or motorcycle,	A mileage rate basis unless reimbursement on an actual expense basis is specifically authorized by law.
Any other privately-owned vehicle,	An actual expense basis.

- § 301-10.302** **How do I compute my mileage reimbursement?** You compute mileage reimbursement by multiplying the distance traveled, determined under § 301-10.303 of this part by the applicable mileage rate prescribed in § 301-10.304 of this part.
- § 301-10.303** **How do I determine distance measurements for my travel** As follows:

If you travel by...	The distance between your origin and destination is...
Privately-owned automobile or privately owned motorcycle,	As shown in standard highway mileage guides, or the actual miles driven as determined from odometer readings.
Privately-owned airplane,	As determined from airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce. You may include in your travel claim with an explanation any additional air mileage resulting from a detour necessary due to adverse weather, mechanical difficulty, or other unusual conditions. If a required deviation is such that airway mileage charts are not adequate to determine distance, you may use the formula of flight time multiplied by cruising speed of the airplane to determine distance.

- § 301-10.304** **What are the mileage reimbursement rates when use of a POV is advantageous to the Government?** As follows:

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

For use of a...	The mileage reimbursement rate is...
Privately-owned airplane,	88 cents per mile.
Privately-owned automobile,	32.5 cents per mile.
Privately-owned motorcycle,	26 cents per mile.

- § 301-10.305** **What expenses are allowable in addition to the mileage allowance?** Expenses allowable in addition to the mileage allowance are: parking fees; ferry fees; bridge, road, and tunnel fees; and airplane parking, landing, and tiedown fees.
- § 301-10.306** **How is reimbursement handled if another employee(s) travels in a POV with me?** If another employee(s) travels with you on the same trip in the same POV, mileage is payable to only one of you. No deduction will be made from your mileage allowance if other passengers contribute to defraying your expenses.
- § 301-10.307** **What expenses are payable under the actual expense reimbursement method?** Following is a chart listing the reimbursable and non-reimbursable expenses:

REIMBURSABLE ACTUAL EXPENSES	NONREIMBURSABLE ACTUAL EXPENSES
Gasoline, oil, feed of horses, garage or hangar rent and stabling of horses while officially detained en route, and bridge, ferry and other tolls.	Charges for towing, repairs or replacements, grease, antifreeze, depreciation and similar speculative expenses.

- § 301-10.308** **Must I pay State gasoline taxes?** Some states provide the Federal Government an exemption from payment of gasoline taxes. In such states, you must claim the exemption using the standard Federal form.
- § 301-10.309** **Will FAA pay me the cost of a round-trip travel by privately owned automobile to perform transportation between your residence and a common carrier terminal as provided in § 301-10.23 of this part?** Yes, FAA will pay the cost of the entire round trip between your residence and a common carrier terminal, even though you will only occupy the POV on one leg of the round trip by POV.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 301-10.310** Will FAA pay me the cost of a round-trip travel by privately owned automobile to perform transportation between your residence and your office on days of travel as provided in § 301-10.24 of this part?
- No, except FAA will pay the transportation cost for a round trip between your residence and office even though you will only occupy the POV on one leg of the round trip by POV, when:
- (a) You are authorized transportation from your residence to your office on the day you begin travel as provided in § 301-10.24(c); or
 - (b) You are authorized transportation from your office to your residence on the day you return from travel as provided in § 301-10.24(c).
- § 301-10.311** What will I be reimbursed if I park my privately-owned automobile at a common carrier terminal while I am away from my official station?
- Payment of the fee is allowable to the extent the fee plus the mileage reimbursement for transportation to and from the terminal or other parking area does not exceed the estimated cost for use of a taxicab to and from the terminal.
- § 301-10.312** What will I be reimbursed if I am authorized to use common carrier transportation and I use a privately-owned automobile instead?
- You will be reimbursed on the basis of the actual travel performed including subsistence, not to exceed the total constructive cost of the authorized method of common carrier transportation including subsistence. You must determine the constructive cost of transportation and subsistence by common carrier under the following rules:
- (a) Mode of travel to be used for comparison.
 - (1) Airplane. When FAA authorizes air travel, your mileage payment may not exceed the constructive cost of coach-class accommodations on a commercial air carrier. You must use contract passenger transportation service as your basis of comparison if it is provided between the points involved; otherwise use the lowest unrestricted coach-class fare. You should consider coach-class accommodations as being provided by a carrier if they are scheduled on flights between the points involved; whether they would have been available at the time of your travel is irrelevant.
 - (2) Train. When FAA authorizes train travel, your mileage payment may not exceed the constructive cost of coach-class train accommodations for the travel performed unless FAA has authorized extra-fare train service as advantageous to the Government.
 - (3) Bus. When FAA authorizes inter-city bus travel, your mileage payment may not exceed the constructive cost of bus transportation.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- (b) Transportation costs to be considered in addition to fares. Include the following in your constructive common carrier cost:
 - (1) Costs to and from common carrier terminals; and
 - (2) The cost of excess baggage when it would have been allowed by your authorized mode (you must provide acceptable evidence of its weight).
- (c) Subsistence allowance. The constructive subsistence allowance is the amount which would have been allowable had you used the authorized method of transportation.
- (d) Use of actual and reasonable schedules. In constructing your cost, use reasonable departure/arrival schedules and avoid those that would cause undue inconvenience, adversely affect your safety, or unduly increase your constructive subsistence cost.

§ 301-10.313 **What will I be reimbursed if I am authorized to use a Government automobile and I use a privately-owned automobile instead?**

- (a) Reimbursement based on Government costs. Except as provided in paragraph (b) of this section, your reimbursement will be limited to the cost that would be incurred for use of a Government automobile which in the continental United States is 23.5 cents per mile. If FAA determines the cost of providing a Government automobile would be higher because of unusual circumstances, it may allow reimbursement at the higher rate not to exceed the advantageous use of rate provided in § 301-10.303 for a privately owned automobile. In addition, you may be reimbursed other allowable expenses as provided in § 301-10.304.
- (b) Partial reimbursement when you are committed to use a Government automobile and it is available. When you are committed to use a Government automobile or would not ordinarily be authorized to use a privately owned automobile due to the availability of a Government automobile, but nevertheless request to use a privately owned automobile, you may be reimbursed 10.5 cents per mile. This is the approximate cost of operating a Government automobile, fixed costs excluded.

SUBPART E—SPECIAL CONVEYANCES

§ 301-10.400 **What types of special conveyances may FAA authorize me to use?**

FAA may authorize or approve use of:

- (a) Taxicabs as specified in §§ 301-10.420 through 301-10.422 of this subpart;
- (b) Commercial rental automobiles as specified in §§ 301-10.450 through 301-10.455 of this subpart; or
- (c) Any other special conveyance when its use is determined to be advantageous to the Government.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 301-11.4** **Must FAA pay an allowance (either a per diem allowance or ASEA) for my subsistence expenses?**
- Yes, if you are eligible unless:
- (a) You perform travel to a training event under the Government Employees Training Act (5 U.S.C. 4101-4118), and you agree not to be paid subsistence expenses; or
 - (b) You perform pre-employment interview travel, and the interviewing agency does not authorize payment of subsistence expenses.
- § 301-11.5** **What types of expenses does the allowance for subsistence expenses cover?**
- The allowance covers the following:
- (a) Allowable lodging costs as provided in §§ 301-11.40 through 301-11.56 of this part, including taxes and service charges;
 - (b) Meals, including taxes and tips;
 - (c) Incidental expenses, including:
 - (1) Fees and tips to porters, baggage carriers, bellhops, hotel maids, and stewards and stewardesses;
 - (2) Laundry and cleaning and pressing of clothing;
 - (3) Transportation expenses between places of lodging or business and places where meals are taken, unless suitable meals cannot be obtained at the TDY site (see § 301-10.5 of part 301-10 of this chapter); and
 - (4) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings.
- § 301-11.6** **What methods may FAA use to pay the allowance for my subsistence expenses?**
- FAA may use:
- (a) The lodgings plus per diem method as provided in subpart B of this part;
 - (b) The fixed rate per diem method as provided in subpart C of this part; or
 - (c) The actual subsistence expense allowance (ASEA) method as provided in subpart D of this part.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 301-11.7** **For travel other than extended stay travel what method will FAA use to pay the allowance for my subsistence expenses?**
- For travel other than extended stay travel, FAA will pay your per diem using the lodgings plus per diem method unless:
- (a) FAA authorizes you a special fixed rate per diem as provided in § 301-11.200(a) of this part;
 - (b) You travel to attend a centralized training course at CMD, in which case FAA will authorize you a special fixed rate per diem as provided in § 301-11.200(c) of this part;
 - (c) You lodge for 4 or more nights at no cost in Government quarters which provide kitchen facilities, in which case FAA will authorize a special fixed rate per diem as provided in § 301-11.200(d) of this part;
 - (d) You elect a fixed rate per diem for travel within CONUS as provided in § 301-11.200(e) of this part; or
 - (e) FAA authorizes an ASEA as provided in subpart D of this part because special or unusual circumstances exist justifying the payment of an ASEA.
- § 301-11.8** **For extended stay travel what method will FAA use to pay the allowance for my subsistence expenses?**
- FAA will use the fixed rate per diem method as provided in § 301-11.200(b) of this part to pay your subsistence expenses. FAA may, however, authorize an exception to this requirement in which instance FAA may authorize you to use a method as provided in § 301-11.7 of this part, only if:
- (a) Your LOB, staff office, or Office of Chief Counsel determine that extenuating circumstances exist. Examples of extenuating circumstances are:
 - (1) Assignments to remote locations;
 - (2) Assignments to locations where reduced lodging is not available; and
 - (3) Short notice assignments;
 - (b) Your LOB, staff office, or Office of Chief Counsel authorizes an exception to the requirement that you use the fixed rate method; and
 - (c) Your LOB, staff office, or Office of Chief Counsel considers establishing an alternative fixed rate per diem under § 301-11.200(a) of this part.
- § 301-11.9** **Will FAA pay me a per diem and ASEA on the same trip?**
- Yes, FAA may pay both per diem and ASEA for subsistence expenses incurred on a single trip, but FAA will use only one method of reimbursement for any given calendar day. FAA must determine when the transition between the reimbursement methods occurs.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 301-11.42** **What is my allowable lodging cost if I stay in Government quarters?** Your allowable lodging cost is the fee or service charge you pay for use of the quarters, unless you share a room with another Government employee on official travel in which case the allowable lodging cost is one half of the fee or service charge for such quarters as provided in § 301-11.44 of this part.
- § 301-11.43** **What is my allowable lodging cost if I stay in nonconventional lodging?** Your allowable lodging costs are the costs of other types of lodging (including college dormitories, or similar facilities or rooms not offered commercially but made available to the public by area residents in their homes), although such costs are allowable only when:
- (a) There are no conventional lodging facilities in the area (e.g., in remote areas);
 - (b) Conventional facilities are in short supply because of an influx of attendees at a special event (e.g., world’s fair or international sporting event); or
 - (c) Your mission requires you to stay in nonconventional lodging.
- § 301-11.44** **What is my allowable lodging cost if I use commercial or noncommercial lodging facilities or Government quarters and I share a room with another person?** Your allowable lodging cost is limited to one-half of the double occupancy rate if the person sharing the room is another Government employee on official travel. If the person sharing the room isn’t a Government employee on official travel, your allowable lodging costs is limited to the single occupancy rate.
- § 301-11.45** **What is my allowable lodging cost if I stay with a friend or relative?** When you lodge with a friend or relative, with or without charge, allowable lodging costs include the additional costs your host incurs in accommodating you only if you’re able to substantiate the costs and FAA determines them to be reasonable. FAA will not pay the cost of comparable conventional lodging in the area or a flat “token” amount.
- § 301-11.46** **What is my allowable lodging cost if I stay in a recreational vehicle (trailer or camper)?** The following are allowable lodging costs:
- (a) Parking fees;
 - (b) Fees for connection, use, and disconnection of utilities (electricity, gas, water, and sewage);
 - (c) Bath or shower fees;
 - (d) Dumping fees; and
 - (e) If you are authorized to rent a recreational vehicle, then the rental cost of the recreational vehicle.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 301-11.47** **What are not allowable lodging costs if I stay in a recreational vehicle (trailer or camper)?**
- The following are not allowable lodging costs:
- (a) Depreciation of a personal recreational vehicle;
 - (b) The rental cost of the recreational vehicle if FAA does not determine in advance that use of a recreational vehicle is more advantageous to the Government.
- § 301-11.48** **Will FAA pay my allowable lodging costs?**
- Yes, except:
- (a) If you are paid a per diem under the lodgings-plus per diem system as provided in subpart B of this part, FAA will not pay your allowable lodging costs which exceed the maximum lodging amount;
 - (b) If you are paid an ASEA as provided in subpart D of this part, FAA will not pay your allowable lodging costs which exceed the maximum daily amount authorized by FAA;
 - (c) If you are paid a fixed rate per diem as provided in subpart C of this part, FAA will not reimburse your allowable lodging costs. (Your allowable lodging costs will be considered in establishing your fixed rate, however, when you are authorized a fixed rate under § 301-11.200(a) of this part.)
- § 301-11.49** **How is my allowance for subsistence expenses affected if I do not arrive at my lodging location until after midnight?**
- Generally your allowance for subsistence expenses is based on your TDY location or stopover point. There may be instances, however, when you are en route and do not arrive at your lodging location until after midnight. In this case, you must claim your lodging cost for the preceding calendar day, and your allowance for subsistence expenses for that day will be determined as if you were at the lodging location at midnight of that day.
- § 301-11.50** **How does FAA compute my daily lodging amount when I rent lodging on a long-term basis?**
- When you obtain lodging on a long-term basis (e.g., weekly or monthly), FAA will compute your daily lodging amount by dividing the total lodging cost by the number of days in the rental period, except FAA will compute your daily lodging amount by dividing the total lodging cost by the number of days you would have occupied the lodging if you performed your travel as authorized provided:
- (a) You acted prudently in renting on a long-term basis; and
 - (b) The cost does not exceed the daily rental rate of conventional lodging.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

SUBPART C—PER DIEM—FIXED RATE METHOD

- § 301-11.200** **Under what circumstances will I receive a fixed rate per diem?** You will receive a fixed per diem rate under the following circumstances:
- (a) FAA establishes a special fixed rate at a rate below the maximum per diem rate because:
 - (1) You are furnished one or more meals a day or lodging at no cost or nominal cost by the Government;
 - (2) You obtain lodging or meals at a reduced cost (e.g., long-term arrangement); or
 - (3) FAA can determine your lodging and meal costs in advance; or
 - (b) You are performing an extended temporary duty assignment which meets one of the following criterion:
 - (1) The temporary duty assignment which lasts 31 calendar days or more; or
 - (2) The temporary duty assignment involves a training which lasts 16 class days or more at a site other than CMD in Palm Coast, Florida.
 - (c) You are performing travel to attend a centralized training course at CMD in Palm Coast, Florida (FAA will pay for subsistence expenses related to other training courses at CMD using the lodgings plus per diem method, including the applicable reductions for meals provided as provided in § 301-11.104 of this part.);
 - (d) You lodge for 4 or more nights at no cost in Government quarters which provide kitchen facilities; or
 - (e) You are performing temporary duty travel within CONUS and select FAA's fixed rate option for your temporary duty travel instead of lodgings plus per diem (this option cannot be selected if you are authorized a fixed rate per diem under paragraphs (a) through (d) of this section).
- § 301-11.201** **What will FAA pay me under the fixed rate per diem method?** FAA will pay you the following:

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

On...	You receive...
The first day of travel,	The fixed rate as provided in § 301-11.202 of this part.
On all full days of travel,	The fixed rate as provided in § 301-11.202 of this part.
On the last day of travel	An amount of .75 times the applicable M&IE rate as determined in § 301-11.103 of this part, unless FAA establishes a fixed rate that is lower than .75 times the applicable M&IE rate as determined in § 301-11.103 of this part.

§ 301-11.202 **What is my “fixed rate” under the fixed rate per diem method?** Your fixed rate is determined as follows:

If...	Your fixed rate will be...
FAA establishes a fixed rate as provided in § 301-11.200(a),	A rate below the applicable maximum per diem rate that FAA establishes, which will be commensurate the subsistence costs that you will incur or are reasonably expected to incur.
You are performing an extended temporary duty assignment to a place other than CMD, which requires payment of a fixed rate as provided in § 301-11.200(b),	A rate determined as follows: <ul style="list-style-type: none">(a) Multiply the maximum lodging amount for the locality of your temporary duty assignment as provided in § 301-11.8 of this part by .6;(b) Multiply the meals portion of the applicable M&IE rate as determined in § 301-11.103 of this part by .6; and(c) Add the amounts computed in paragraphs (a) and (b) and the incidental expense amount of the applicable M&IE rate as determined in § 301-11.103 of this part.
You are performing a temporary duty assignment to CMD, which requires payment of a fixed rate as provided in § 301-11.200(c),	\$ 8, if you are attending an FAA centralized training course at CMD. (FAA will pay for subsistence expenses related to other training courses at CMD using the lodgings plus per diem method, including the applicable reductions for meals provided as provided in § 301-11.103 of this part.)
You lodge for 4 or more nights at no cost in Government quarters which provide kitchen facilities as provided in § 301-11.200(d),	A rate determined as follows: <ul style="list-style-type: none">(a) Multiply the meals portion of the applicable M&IE rate as determined in § 301-11.103 of this part by .6; and(b) Add the amount computed in paragraph (a) and the incidental expense amount of the applicable M&IE rate as determined in § 301-11.103 of this part.
You select a fixed rate per diem instead of lodgings plus per diem as provided in § 301-11.200(e),	A rate determined by multiplying the applicable maximum lodging rate by .8 and adding the applicable M&IE rate.

§ 301-11.203 **How is my fixed rate per diem affected if I stay with friends or relatives?** Your fixed rate may not exceed the applicable M&IE rate as determined in § 301-11.103 of this part.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

§ 301-11.204	Will FAA reduce my fixed rate per diem for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?	No. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel doesn't affect your per diem.
§ 301-11.205	How is my fixed rate per diem calculated when I travel across the international dateline (IDL)?	Generally, if you travel across the IDL and are authorized a fixed rate per diem under § 301-11.200(a) of this part, your authorizing official should authorize the amount you will receive on each day. In all other instances (i.e., such amount is not specifically authorized on a day by day basis or you are authorized a fixed rate under §§ 301-11.200 (b) through (e) of this part), your actual elapsed travel time will be used to compute your per diem entitlement rather than calendar days.
§ 301-11.206	Must I be authorized my fixed rate in advance of travel?	Yes, you must be authorized a specific amount before you begin travel. If you are selecting the fixed rate option as provided in § 301-11.200(e) of this part, you must select the option prior to your travel. You will not be able to select a fixed rate option after travel is performed.
§ 301-11.207	Must I inform my authorizing official before my fixed rate per diem is authorized if I will not use commercial lodging or Government quarters?	Yes. This information is necessary to establish the proper fixed rate reimbursement for you. If you fail to provide this information to your authorizing official, then: <ul style="list-style-type: none">(a) Your fixed rate authorization will be considered invalid;(b) You will be reimbursed under lodgings plus;(c) You will be responsible for any excess payment; and(d) FAA will treat such excess as a debt to the Government.
§ 301-11.208	Must I stay in commercial lodging or another type of lodging which requires payment of an allowable lodging costs?	Yes, if your authorized fixed rate is intended to cover lodging. If you do not stay in such lodging, then: <ul style="list-style-type: none">(a) Your fixed rate authorization will be considered invalid;(b) You will be reimbursed under lodgings plus;(c) You will be responsible for any excess payment; and(d) FAA will treat such excess as a debt to the Government.
§ 301-11.209	Must FAA pay me my fixed rate if I perform the travel as authorized?	Yes.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 301-11.210** **May I receive an additional amount if my fixed rate does not cover my subsistence expenses?** No. You may, however, be authorized to use lodgings plus per diem as provided in subpart B of this part or an ASEA as provided in subpart D of this part for a particular day if the following conditions are met:
- (a) You were authorized a fixed rate under § 301-11.200(a) of this part;
 - (b) Your reduced rate was based on the Government providing you lodging and/or meals at no cost;
 - (c) You make a reasonable effort to obtain the Government provided lodging and/or meals (e.g., making reservations with the Government lodging facility as soon as possible after notification, and planning your schedule to obtain meals at Government facilities);
 - (d) The Government cannot provide you the lodging and/or meals that was the basis for your reduced rate; and
 - (e) You are required to obtain lodging and/or meals at cost.
- § 301-11.211** **May I keep the amount of the fixed rate which exceeds my subsistence expenses?** Yes.
- § 301-11.212** **Must I itemize my expenses on my travel claim?** No. You will be paid the fixed amount without itemization.
- § 301-11.213** **Must I provide proof that I used commercial lodging, or that I had to pay to use some other type of lodging?** You will not need to submit a receipt with your travel claim. The authorizing official may, however, request documentation substantiating that you used commercial lodging or had to pay to use some other type of lodging.
- § 301-11.214** **How is my fixed rate per diem affected if I enter into a long-term rental and return to my official station during nonworkdays?** If you return to your official station, FAA will not pay the fixed rate per diem while you are at your official station whether the return travel is authorized or unauthorized. FAA will, however, consider authorized trips to your official station in determining your actual daily lodgings costs if you are authorized a fixed rate under § 301-11.200(a) of this part. You will be expected to pay your lodging costs from the fixed amount you receive while at the temporary duty site, so you should consider the time for which you will not receive per diem in selecting your lodging facility.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 301—Travel Allowances

PART 301-51—PAYING TRAVEL EXPENSES

SUBPART A—GENERAL

Sec.

- 301-51.1 What sources of funds are available to pay for my travel expenses?
301-51.2 What method of payment should I use?
301-51.3 When must I use excess and near-excess foreign currencies owned by the United States?

SUBPART B—PAYING FOR COMMON CARRIER TRANSPORTATION

- 301-51.100 What method of payment must I use to procure common carrier transportation?
301-51.101 Which procurement methods are considered the equivalent of cash?
301-51.102 Is there any instance when I am exempt from the method of payment requirements contained in § 301-51.3?
301-51.103 Is there any situation in which FAA may approve the cash purchase of common carrier transportation in excess of \$100?
301-51.104 How is my transportation reimbursement affected by unauthorized use of cash to procure common carrier transportation?
301-51.105 What is my liability if I lose a GTR?

SUBPART C—CASH TRAVEL ADVANCES

- 301-51.200 For what expenses may I receive a travel advance?
301-51.201 Is there any instance when an agency cannot authorize an advance for all other travel expenses?
301-51.202 What is the maximum amount that FAA may advance?
301-51.203 When must I account for my advance?
301-51.204 What must I do about my advance if my trip is canceled or postponed indefinitely?

SUBPART A—GENERAL

- § 301-51.1 What sources of funds are available for my use to pay for official travel expenses?** You may use the following sources of funds, as provided in § 301-51.2:
- (a) Contractor-issued individually billed travel card;
 - (b) Centrally billed account;
 - (c) Government Transportation Request (GTR);
 - (d) Travelers check;
 - (e) Cash obtained from authorized automated-teller-machine (ATM) withdrawal;
 - (f) Frequent traveler credits; or
 - (g) Personal funds, including cash or a personal charge card.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

§ 301-51.2 **What method of payment must I use?** As follows:

For...	You...
Your travel expenses that may be charged; (e.g. , passenger transportation tickets, vehicle rental charges, lodging, meals),	Must use a contractor-issued individually billed travel card unless: <ul style="list-style-type: none">(a) You are not issued a contractor-issued individually billed travel card;(b) FAA suspended the use of your contractor-issued individually billed travel card;(c) You are authorized to use another method of payment (e.g., use of GTR or frequent flyer miles to obtain passenger transportation);(d) The vendor will not accept the contractor-issued individually billed travel card;(e) You cannot use of the contractor-issued individually billed travel card for security reasons; or(f) You cannot accomplish your mission effectively by using the contractor-issued individually billed travel card.
Your travel expenses that as a general rule may not be charged,	Should use the ATM feature of the contractor-issued individually billed travel card to get cash, but you may use any method of payment available to you.

§ 301-51.3 **When must I use excess and near-excess foreign currencies owned by the United States?** You must use excess and near-excess foreign currencies to pay for official travel expenses when you travel to, in, or from a foreign country. This includes payment to a carrier providing service under a GTR or a bill of lading as well as payments for subsistence and other local expenses. You will find additional guidance in the publications referenced in paragraphs (a) and (b) of this section (make sure you are familiar with the latest version of these publications before making foreign travel arrangements).

- (a) Office of Management and Budget (OMB) Circular A-20 prescribing the use of excess and near-excess foreign currencies and periodic OMB bulletins that list such currencies; and
- (b) The Department of State's Foreign Currency Bulletin series concerning the use of foreign currencies.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

SUBPART B--PAYING FOR COMMON CARRIER TRANSPORTATION

§ 301-51.100 **What method of payment must I use to procure common carrier transportation?** You must use a contractor issued individually billed travel card, centrally billed account, or GTR to procure contract passenger transportation services. For all other common carrier transportation, you must use one of the methods specified in the following table:

For passenger transportation services costing...	You must use...	Unless...
\$10 or less, and air excess baggage charges of \$15 or less for each leg of a trip,	A contractor-issued individually billed travel card, centrally billed account, or cash,	Special circumstances justify the use of a GTR or Government excess baggage authorization ticket (GEBAT).
More than \$10, but less than \$100,	A contractor-issued individually billed travel card, centrally billed account, or GTR,	None of the other methods are practicable, in which case you may use cash.
More than \$100,	Only a contractor-issued individually billed travel card, centrally billed account, or GTR,	Otherwise exempted in § 301-51.102 or 103.

§ 301-51.101 **Which payment methods are considered the equivalent of cash?** Use of one of the payment methods in paragraphs (a) through (c) of this section to procure common carrier transportation is considered the equivalent of cash and you must comply with the rules in 41 CFR 101-41.203-2 that limit the use of cash for such purposes.

- (a) Personal credit cards;
- (b) Cash withdrawals obtained from an ATM using a contractor-issued individually billed travel card; and
- (c) Checks, both personal and travelers (including those obtained through a travel payment system services program).

§ 301-51.102 **Is there any instance when I am exempt from method of payment requirements contained in § 301-51-100?** Yes, when FAA authorizes you to use a reduced fare for group or charter arrangements under § 301-10.155.

§ 301-51.103 **Is there any situation in which FAA may authorize or approve the use of cash in excess of \$100 to purchase common carrier transportation?** Yes, if the use of cash is due to an emergency circumstance where the use of contractor-issued individually billed travel card, centrally billed account or GTR is not possible

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 301-51.104** **How is my transportation reimbursement affected if I make an unauthorized cash purchase of common carrier transportation?** If you are a new employee or an invitational or infrequent traveler who is unaware of proper procedures for purchasing common carrier transportation, FAA may allow reimbursement for the full cost of the transportation. In all other instances, your reimbursement shall be limited to the cost of such transportation using the authorized method of payment.
- § 301-51.105** **What is my liability if I lose a GTR?** You are liable for any Government expenditure that is caused by your negligence in safeguarding the GTR or tickets received in exchange for the GTR. To avoid liability, immediately report a lost or stolen GTR to your administrative office. If the lost or stolen GTR shows the carrier service desired, and point of origin, notify promptly in writing the named carrier and other local initial carriers. Do not use a GTR that is recovered after having been reported as lost or stolen. Instead, report the GTR to your administrative office.

SUBPART C--CASH TRAVEL ADVANCES

- § 301-51.200** **For what expenses may I receive a travel advance?** As follows:

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

PART 301-53—PROMOTIONAL MATERIALS AND FREQUENT TRAVELER PROGRAMS

Sec.

301-53.1	What must I do with promotional benefits or materials I receive from a travel service provider?
301-53.2	Should I join a frequent traveler program?
301-53.3	Will FAA reimburse membership fees in a frequent traveler program?
301-53.4	How may I use frequent traveler benefits?
301-53.5	Under what circumstances may I use frequent traveler benefits to upgrade my transportation class of service?
301-53.6	When FAA participates in a mandatory travel management program, may I select a travel service provider based on whether it provides frequent travel credits?
301-53.7	How should I handle frequent traveler credits when I accumulate both personal and official credits from a single travel service provider?
301-53.8	What must I do if I cannot establish separate frequent traveler accounts?
301-53.9	What happens to my personal frequent traveler credits if I commingle them with official business credits without a separate accounting?
301-53.10	What is my liability for improper use of frequent traveler benefits?
301-53.11	Is there any instance when I may make personal use of benefits furnished by a travel service provider?

§ 301-53.1	What must I do with promotional benefits or materials I receive from a travel service provider?	Any promotional benefits or material you receive from a private source in connection with official travel are considered property of the Government. You must: <ul style="list-style-type: none">(a) Accept the benefits or materials on behalf of the Federal Government;(b) If the benefits or material are tangible (e.g., cash, coupons for a free flight, discount coupons, golf ball, gold nugget, etc.), you must turn the benefits or material into your accounting office; and(c) If the benefits or material are not tangible (e.g., frequent flyer mileage), you must report the benefits or material to your authorizing official. FAA may ask for accounting of all intangible benefits at any time.
§ 301-53.2	Should I join a frequent traveler program?	Yes.
§ 301-53.3	Will FAA reimburse membership fees in a frequent traveler program?	Yes, if the benefits of membership are expected to exceed the cost of membership.
§ 301-53.4	How may I use frequent traveler benefits?	You may use frequent traveler benefits earned on official travel to obtain travel services for a subsequent official travel assignment(s).

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 301-53.5** **Under what circumstances may I use frequent traveler benefits to upgrade my transportation class of service?**
- You may use frequent traveler benefits earned on official travel to upgrade your transportation class of service when:
- (a) FAA authorizes you to upgrade to premium-class other than first-class airline accommodations under § 301-10.143(g); or
 - (b) You are otherwise authorized to use premium-class service under subpart B of part 301-10 for a reason other than having the necessary frequent traveler benefits to upgrade, and you can obtain the premium-class service using your frequent traveler benefits.
- § 301-53.6** **When FAA participates in a mandatory travel management program, may I select a travel service provider based on whether it provides frequent travel credits?**
- No. You must use mandatory travel management programs including contract passenger transportation service when such programs are available.
- § 301-53.7** **How should I handle frequent traveler credits when I accumulate both personal and official credits from a single travel service provider?**
- You should establish separate accounts for personal and official use.
- § 301-53.8** **What must I do if I cannot establish separate frequent traveler accounts?**
- You must be able to account for every credit and debit in your frequent traveler program, and submit an accounting to FAA upon request. The accounting must specify:
- (a) The date and amount of all credits you receive for both personal and official travel;
 - (b) The date and amount of any other credits (e.g., credits from a travel service vendor credit card) to your account; and
 - (c) The date and amount of any debit to your account for both personal and official travel.
- § 301-53.9** **What happens to my personal frequent traveler credits if I commingle them with official business credits without a separate accounting?**
- All credits in your account will be considered official, and you will lose benefit of your personal credits.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-1.18	What is your “residence”?	The place which you regularly commute to and from work. However, where the official station or post of duty is in a remote area where adequate family housing is not available within reasonable daily commuting distance, residence includes the dwelling where the family of the employee resides or will reside, but only if such residence reasonably relates to the official station as determined by an appropriate administrative official.
§ 302-1.19	What is a “temporary change of station (TCS)”?	TCS means the relocation of an employee to a new official station for a temporary period while the employee is performing a long-term assignment and subsequent return of the employee to the previous official station upon completion of that assignment.
§ 302-1.20	What are “temporary quarters”?	The term “temporary quarters” refers to lodging obtained for the purpose of temporary occupancy from a private or commercial source.
§ 302-1.21	What are “temporary quarters subsistence expenses (TQSE)”?	“Temporary quarters subsistence expenses” or “TQSE” are subsistence expenses incurred by an employee and/or his/her immediate family while occupying temporary quarters. TQSE does not include local transportation expenses incurred during occupancy of temporary quarters (see § 302-22.17 of part 302-22 for details).
§ 302-1.22	What is a “transfer”?	When an employee is moved from one official station to another.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

PART 302-4—RELOCATIONS RELATED TO A TEMPORARY CHANGE OF STATION

SUBPART A—GENERAL RULES

Sec.

- 302-4.1 What is the purpose of a temporary change of station (TCS)?
- 302-4.2 Am I eligible for a TCS?
- 302-4.3 Who is not eligible for a TCS?
- 302-4.4 Must FAA authorize a TCS when I am directed to perform a long-term assignment at a temporary official station?
- 302-4.5 Under what circumstances will FAA authorize a TCS?
- 302-4.6 If FAA authorizes a TCS, do I have the option of electing payment of temporary duty travel allowances instead?
- 302-4.7 How long must my assignment be for me to qualify for a TCS?
- 302-4.8 What is the effect on my TCS reimbursement if my assignment lasts less than 12 months?
- 302-4.9 What is the effect on my TCS reimbursement if my assignment lasts more than 36 months?
- 302-4.10 Is there any required minimum distance between an official station and a long-term assignment location that must be met for me to qualify for a TCS?
- 302-4.11 Must I sign a service agreement to qualify for a TCS?
- 302-4.12 What is my official station during my long-term assignment?

SUBPART B—EXPENSES PAID UPON ASSIGNMENT

Sec.

- 302-4.100 What expenses must FAA pay for a TCS upon my assignment?
- 302-4.101 What expenses may FAA pay for a TCS upon my assignment?
- 302-4.102 What expenses will FAA not pay for a TCS upon assignment?
- 302-4.103 When should I begin travel and transportation under this subpart?
- 302-4.104 Should I begin my travel and transportation before I have been authorized?
- 302-4.105 When is the latest that my immediate family or I may begin travel and transportation under this subpart?
- 302-4.106 May FAA allow me an extension on the 9 month deadline to begin travel and transportation?

SUBPART C—EXPENSES PAID DURING ASSIGNMENT

Sec.

- 302-4.200 What expenses must FAA pay for a TCS during my assignment?
- 302-4.201 Will I receive a property management services incentive payment as provided in part 302-54 for use of property management services under this subpart?
- 302-4.202 How long will FAA pay for these expenses?

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

SUBPART D—EXPENSES PAID UPON COMPLETION OF ASSIGNMENT OR UPON SEPARATION FROM GOVERNMENT SERVICE

Sec.

- 302-4.300 What expenses must FAA pay when I complete my long-term assignment?
302-4.301 What expenses may FAA pay when I complete my long-term assignment?
302-4.302 What expense will FAA not pay when I complete my long term assignment?
302-4.303 If I separate from Government service upon completion of my long-term assignment, what relocation expenses will FAA pay upon my separation?
302-4.304 If I separate from Government service prior to completion of my long-term assignment, what relocation expenses will FAA pay upon my separation?
302-4.305 If I have been authorized successive temporary changes of station and reassigned from one temporary official station to another, what expenses will FAA pay upon completion of my last assignment or my separation from Government service?
302-4.306 When is the latest that my immediate family or I may begin travel and transportation under this subpart?
302-4.307 May FAA allow me an extension on the 12 month deadline to begin travel and transportation?

SUBPART E—PERMANENT ASSIGNMENT TO TEMPORARY OFFICIAL STATION

Sec.

- 302-4.400 How is payment of my TCS expenses affected if I am permanently assigned to my temporary official station?
302-4.401 What relocation allowances must FAA pay when I am permanently assigned to my temporary official station?
302-4.402 What relocation allowances may FAA pay when I am permanently assigned to my temporary official station?
302-4.403 If I am permanently assigned to my temporary official station, is there any limitation on the weight of household goods I may transport at Government expense to my official station?
302-4.404 Are there any relocation allowances FAA may not pay if I am permanently assigned to my temporary official station?
302-4.405 What rules govern the payment of expenses under this subpart?

SUBPART A—GENERAL RULES

- § 302-4.1 **What is the purpose of a temporary change of station (TCS)?** A TCS provides FAA an alternative to a long-term temporary duty travel assignment to increase employee satisfaction and enhance morale, reduce the employee's income tax liability, and save the Government money.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- § 302-4.2** **Am I eligible for a TCS?** Yes, if:
- (a) You are an employee who is directed to perform a long-term assignment at a temporary location;
 - (b) Your assignment is not less than 12 months, nor more than 36 months;
 - (c) You otherwise would be eligible for payment of temporary duty travel allowances authorized under chapter 301 of this subtitle;
 - (d) You are not an individual who is not eligible under in § 302-4.3 of this part; and
 - (e) Your LOB, staff office, or Office of Chief Counsel determines it is in the interest of the Government to offer a TCS.
- § 302-4.3** **Who is not eligible for a TCS?** The following individuals are not eligible for a TCS:
- (a) A new appointee;
 - (b) An employee assigned to or from a State or local Government under the Intergovernmental Personnel Act (5 U.S.C. 3372, et. seq.);
 - (c) An individual employed intermittently in the Government service as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
 - (d) An individual serving without pay or at \$1 a year; or
 - (e) An employee assigned under the Government Employees Training Act (5 U.S.C. 4109).
- § 302-4.4** **Must FAA authorize a TCS when I am directed to perform a long-term assignment at a temporary official station?** No. Your authorizing official determines the conditions under which a TCS is necessary to accomplish the purposes of the Government effectively and economically.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-4.5	Under what circumstances will FAA authorize a TCS?	FAA will authorize a TCS when: <ul style="list-style-type: none">(a) You are directed to perform a long-term assignment at another duty station;(b) FAA otherwise could authorize temporary duty travel and pay travel allowances, including payment of subsistence expenses, under chapter 301 of this subtitle for the long-term assignment;(c) Your authorizing official determines it would be more advantageous, cost and other factors considered, to authorize a TCS; and(d) You meet any additional conditions your LOB, staff office, or Office of Chief Counsel has established.
§ 302-4.6	If FAA authorizes a TCS, do I have the option of electing payment of temporary duty travel allowances instead?	Yes. You will be taxed, however, on any temporary duty travel assignment which is expected to last more than one year, and will not receive reimbursement for the taxes incurred on temporary duty travel payments. FAA may decide to authorize a permanent change of station instead of temporary duty travel expenses, in which case, you will not be entitled to payment of relocation expenses upon return to your old official station.
§ 302-4.7	How long must my assignment be for me to qualify for a TCS?	Not less than 12 months, nor more than 36 months.
§ 302-4.8	What is the effect on my TCS reimbursement if my assignment lasts less than 12 months?	Your authorizing official may authorize a TCS only when a long-term assignment is expected to last 12 months or more. If your assignment is cut short for reasons other than separation from Government service, you will be paid TCS expenses.
§ 302-4.9	What is the effect on my TCS reimbursement if my assignment lasts more than 36 months?	If your assignment exceeds 36 months, your authorizing official must permanently assign you to the temporary official station or return you to your previous official station. FAA will not pay for nontemporary storage or property management services incurred after the last day of the thirty-sixth month after the date you report for your assignment. FAA, however, must pay the expenses of returning you and your immediate family and household goods to your previous official station unless you are permanently assigned to your temporary official station.
§ 302-4.10	Is there any required minimum distance between an official station and a long-term assignment location that must be met for me to qualify for a TCS?	Yes, you must be away from your official station as defined in chapter 300 of this subtitle. Your Line of Business, staff office, or Office of Chief Counsel may establish a broader area within which it will not authorize a TCS. For payment of temporary quarters subsistence expenses, however, you must meet the minimum mileage requirement contained in § 302-22.2(c).

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- § 302-4.11 **Must I sign a service agreement to qualify for a TCS?** No.
- § 302-4.12 **What is my official station during my long-term assignment?** Your official station is the location of your long-term assignment.

SUBPART B—EXPENSES PAID UPON ASSIGNMENT

- § 302-4.100 **What expenses must FAA pay for a TCS upon my assignment?** FAA must pay:
- (a) Transportation and subsistence expense for you and your immediate family en route to your temporary official station as provided in part 302-20 of this chapter;
 - (b) Transportation and temporary storage of your household goods as provided in parts 302-40 and 302-41 of this chapter;
 - (c) A miscellaneous expenses allowance as provided in part 302-60 of this chapter;
 - (d) Transportation of a mobile home instead of transportation of your household goods as provided in part 302-45 of this chapter;
 - (e) The expenses of breaking a lease not to exceed 3 months rent, although FAA will not pay the expenses of breaking a lease if you use property management services as provided in § 302-4.200 of this part; and
 - (f) A relocation income tax allowance as provided in part 302-61 of this chapter for additional income taxes you incur on payments your agency makes under the authority of this section and § 302-4.101 for your relocation expenses.
- § 302-4.101 **What expenses may FAA pay for a TCS upon my assignment?** FAA may pay:
- (a) Temporary quarters subsistence expenses for a period not to exceed 30 days as provided in part 302-22 of this chapter; or
 - (b) Transportation of a privately owned automobile(s) as provided in part 302-43 of this chapter.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-4.102	What expenses will FAA not pay for a TCS upon assignment?	FAA will not pay: <ul style="list-style-type: none">(a) Househunting trip expenses;(b) Transportation of a mobile home instead of transportation of household goods;(c) Expenses related to the sale of your residence, or termination of your lease, at the old official station and purchase of a residence at your new official station;(d) A home marketing incentive payment; or(e) Expenses related to the use of relocation services.
§ 302-4.103	When should I begin travel and transportation under this subpart?	As soon as practical after being authorized your temporary change of official station.
§ 302-4.104	Should I begin my travel and transportation before I have been authorized?	No. If you begin travel and transportation before you are authorized, you will not receive payment for any expenses incurred before your travel authorization was signed.
§ 302-4.105	When is the latest that my immediate family or I may begin travel and transportation under this subpart?	You and your immediate family must begin your travel and transportation not later than 9 months after the effective date of your transfer.
§ 302-4.106	May FAA allow me an extension on the 9 month deadline to begin travel and transportation?	No.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

SUBPART C—EXPENSES PAID DURING ASSIGNMENT

- § 302-4.200 **What expenses must FAA pay for a TCS during my assignment?** FAA must pay:
- (a) Nontemporary storage of household goods as provided in part 302-42 of this chapter (although you will not receive payment of nontemporary storage if you elect payment for transportation of a mobile home as provided in § 302-4.100(d)); and
 - (b) Property management services as provided in part 302-51 of this chapter (although you will not receive payment of property management services if you elect payment for transportation of a mobile home as provided in § 302-4.100(d) or the expenses of breaking a lease as provided in § 302-4.100(e)).
- § 302-4.201 **Will I receive a property management services incentive payment as provided in part 302-54 for use of property management services under this subpart?** No.
- § 302-4.202 **How long will FAA pay for these expenses?** For the duration of your long-term assignment, not to exceed 36 months.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

SUBPART D—EXPENSES PAID UPON COMPLETION OF ASSIGNMENT OR UPON SEPARATION FROM GOVERNMENT SERVICE

- § 302-4.300** **What expenses must FAA pay when I complete my long-term assignment?** FAA must pay the following expenses in connection with your return to your previous official station:
- (a) Transportation and subsistence expenses for you and your immediate family en route to your previous official station as provided in part 302-20 of this chapter;
 - (b) Transportation and temporary storage of your household goods as provided in parts 302-40 and 302-41 of this chapter;
 - (c) Transportation of a mobile home instead of transportation of your household goods as provided in part 302-45 of this chapter;
 - (d) A miscellaneous expenses allowance as provided in part 302-60 of this chapter; and
 - (e) A relocation income tax allowance as provided in part 302-61 of this chapter for additional income taxes you incur on payments your agency makes under the authority of this section and § 302-4.301 of this part for your relocation expenses.
- § 302-4.301** **What expenses may FAA pay when I complete my long-term assignment?** FAA may pay:
- (a) Temporary quarters subsistence expenses for a period not to exceed 30 days as provided in part 302-22 of this chapter; and/or
 - (b) Transportation of a privately owned automobile(s) as provided in part 302-43 of this chapter.
- § 302-4.302** **What expense will FAA not pay when I complete my long term assignment?** FAA will not pay:
- (a) Househunting trip expenses;
 - (b) Expenses related to the sale of your residence, or termination of your lease, at the old official station and purchase of a residence at your new official station;
 - (c) A home marketing incentive payment;
 - (d) A property management services incentive payment; or
 - (e) Expenses related to the use of relocation services.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- § 302-4.303** **If I separate from Government service upon completion of my long-term assignment, what relocation expenses will FAA pay upon my separation?** The same relocation expenses it would have paid had you not separated from Government service upon completion of your long-term assignment.
- § 302-4.304** **If I separate from Government service prior to completion of my long-term assignment, what relocation expenses will FAA pay upon my separation?** If the separation is for reasons beyond your control that are acceptable to FAA, FAA will pay the same relocation expenses it would pay under § 302-4.302 if you separated from Government service upon completion of the long-term assignment. If this is not the case, the expenses FAA pays may not exceed the reimbursement that you would have received under chapter 301 of this subtitle had you been authorized to perform temporary duty travel for the actual duration of the long-term assignment.
- § 302-4.305** **If I have been authorized successive temporary changes of station and reassigned from one temporary official station to another, what expenses will FAA pay upon completion of my last assignment or my separation from Government service?** FAA will pay the expenses authorized in §§ 302-4.300 and 302-4.301 for your relocation from your current temporary official station to your last permanent official station.
- § 302-4.306** **When is the latest that my immediate family or I may begin travel and transportation under this subpart?** You and your immediate family must begin your travel and transportation not later than 12 months after the date of the completion of your assignment or the date of your separation, if you separate prior to the completion of the assignment.
- § 302-4.307** **May FAA allow me an extension on the 12 month deadline to begin travel and transportation?** No.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

SUBPART E—PERMANENT ASSIGNMENT TO TEMPORARY OFFICIAL STATION

- § 302-4.400** **How is payment of my TCS expenses affected if I am permanently assigned to my temporary official station?** Payment of TCS expenses stops once your temporary official station becomes your permanent official station. FAA will not pay any TCS expenses incurred beginning the day your temporary official station becomes your permanent official station.
- § 302-4.401** **What relocation allowances must FAA pay when I am permanently assigned to my temporary official station?** FAA must pay the following:
- (a) Transportation and subsistence expenses as provided in part 302-20 of this chapter for one round trip between your temporary official station and your previous official station for you and members of your immediate family who relocated to the temporary official station with you. FAA may also pay the same expenses for a one-way trip from the previous official station to the new permanent official station for any immediate family members who did not accompany you to the temporary official station;
 - (b) Residence transaction expenses as provided in part 302-50 of this chapter;
 - (c) Property management expenses as provided in part 302-51 of this chapter;
 - (d) Residence-related relocation services expenses, (e.g., expenses under a homesale program, expenses for homefinding assistance, and property management services) as provided in part 302-70 of this chapter; and
 - (e) Transportation of household goods not previously transported to the temporary official station as provided in part 302-40 of this chapter.
- § 302-4.402** **What relocation allowances may FAA pay when I am permanently assigned to my temporary official station?** FAA may pay:
- (a) Temporary quarters subsistence expenses as provided in part 302-22 of this chapter; and/or
 - (b) Transportation of a privately owned automobile(s) not previously transported to the temporary official station as provided in part 302-43 of this chapter.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- § 302-4.403** **If I am permanently assigned to my temporary official station, is there any limitation on the weight of household goods I may transport at Government expense to my official station?**
- Yes. You are limited to 18,000 pounds net weight. This maximum weight will be reduced by the weight of any household goods transported at Government expense to your temporary official station under your TCS authorization. Subject to the 18,000 pound limit, FAA will pay to transport any household goods in nontemporary storage to your official station. Additionally, if you change your residence as a result of your permanent assignment to your temporary official station, FAA may pay for transporting your household goods, subject to the 18,000 pound limit, between the residence you occupied during your temporary assignment and your new residence.
- § 302-4.404** **Are there any relocation allowances FAA may not pay if I am permanently assigned to my temporary official station?**
- FAA will not pay for the following:
- (a) Expenses of a househunting trip for you and your spouse to your temporary official station; or
 - (b) Residence transaction expenses for selling a residence or breaking a lease at the temporary official station.
- § 302-4.405** **What rules govern the payment of expenses under this subpart?**
- You are governed by the rules in part 302-3 of this chapter except as provided in this subpart. You, therefore, must:
- (a) Meet the distance requirements contained in subpart A of part 302-3;
 - (b) Begin travel and transportation allowed under this subpart within the timeframes, including any extension, provided in subpart A of part 302-3; and
 - (c) Sign a service agreement effective the date you are permanently assigned to your temporary official station in accordance with subpart A of part 302-3.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

**PART 302-22—ALLOWANCE FOR TEMPORARY QUARTERS SUBSISTENCE
EXPENSES**

SUBPART A—GENERAL RULES

Sec.

- 302-22.1 What is the purpose of the TQSE allowance?
- 302-22.2 Am I eligible for a TQSE allowance?
- 302-22.3 Who is not eligible for a TQSE allowance?
- 302-22.4 Must FAA authorize payment of a TQSE allowance?
- 302-22.5 Under what circumstances will I receive a TQSE allowance?
- 302-22.6 Who may occupy temporary quarters at Government expense?
- 302-22.7 Where may I/we occupy temporary quarters at Government expense?
- 302-22.8 May my immediate family and I occupy temporary quarters at different locations?
- 302-22.9 What methods may FAA use to reimburse me for TQSE?
- 302-22.10 Must I document my TQSE to receive reimbursement?
- 302-22.11 How soon may I/we begin occupying temporary quarters at Government expense?
- 302-22.12 How is my TQSE allowance affected if my temporary quarters become my permanent residence quarters?
- 302-22.13 May I receive an advance of funds for TQSE?
- 302-22.14 Are there any other rules which govern payment of my TQSE allowance?
- 302-22.15 May I receive a TQSE allowance if I am receiving another subsistence expenses allowance?
- 302-22.16 Am I eligible for a TQSE allowance if I transfer to a foreign area?
- 302-22.17 May I be reimbursed for local transportation expenses incurred while I am occupying temporary quarters?

SUBPART B—ACTUAL TQSE METHOD OF REIMBURSEMENT

Sec.

- 302-22.100 What am I paid under the actual TQSE reimbursement method?
- 302-22.101 May FAA reduce my TQSE allowance below the “maximum allowable amount”?
- 302-22.102 What is the “applicable per diem rate” under the actual TQSE reimbursement method?
- 302-22.103 When is the latest that I may begin the period for which I may claim actual TQSE reimbursement?
- 302-22.104 How long may I be authorized to claim actual TQSE reimbursement?
- 302-22.105 How is the period I am authorized to claim actual TQSE reimbursement affected when I perform a househunting trip at Government expense?
- 302-22.106 What is a “compelling reason” warranting extension of my authorized period for claiming actual TQSE reimbursement?
- 302-22.107 May I interrupt occupancy of temporary quarters?
- 302-22.108 What effect do partial days of temporary quarters occupancy have on my authorized period for claiming actual TQSE reimbursement?
- 302-22.109 When does my authorized period for claiming actual TQSE reimbursement end?
- 302-22.110 May the period for which I am authorized to claim actual TQSE reimbursement for myself be different from that of my immediate family?
- 302-22.111 What effect do partial days have on my actual TQSE reimbursement?
- 302-22.112 May I and/or my immediate family occupy temporary quarters longer than the period for which I am authorized to claim actual TQSE reimbursement?

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

SUBPART C—FIXED AMOUNT REIMBURSEMENT

Sec.

302-22.200	What am I paid under the fixed amount reimbursement method?
302-22.201	For what period of time may I receive a fixed amount reimbursement?
302-22.202	Will FAA reduce the period of time for which I may receive a fixed amount reimbursement by the period of time I perform a househunting trip?
302-22.203	How do I determine the amount of my payment under the fixed amount reimbursement method?
302-22.204	Will I receive additional TQSE reimbursement if my fixed amount is not adequate to cover my TQSE?

SUBPART A—GENERAL RULES

§ 302-22.1	What is the purpose of the TQSE allowance?	The TQSE allowance is intended to reimburse an employee reasonably and equitably for subsistence expenses incurred when it is necessary to occupy temporary quarters.
§ 302-22.2	Am I eligible for a TQSE allowance?	You are eligible for a TQSE allowance if: (a) You are: (1) An employee authorized relocation benefits for a permanent change of station (PCS) under part 302-3 of this chapter; or (2) An employee authorized relocation benefits for a temporary change of station (TCS) under part 302-4 of this chapter; (b) Your new official station (or temporary official station if you are performing a TCS) is located within a nonforeign area; and (c) Your old and new official stations (or temporary official station if you are performing a TCS) are 50 miles or more apart (as measured by map distance) via a usually traveled surface route.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-22.3	Who is not eligible for a TQSE allowance?	<p>The following are not eligible:</p> <ul style="list-style-type: none">(a) An employee transferred to a post of duty in a foreign area;(b) An employee performing a TCS to a temporary official station in a foreign area;(c) A new appointee;(d) A student trainee;(e) An employee returning from an assignment outside CONUS to an assignment at his/her place of residence;(f) An employee returning from an assignment outside CONUS for separation from FAA service; or(g) An employee receiving a “last move home” benefit.
§ 302-22.4	Must FAA authorize payment of a TQSE allowance?	No, FAA determines whether it is in the Government's interest to pay TQSE.
§ 302-22.5	Under what circumstances will I receive a TQSE allowance?	<p>You will receive a TQSE allowance if:</p> <ul style="list-style-type: none">(a) Your authorizing official authorizes it before you occupy the temporary quarters (your authorization must specify the period of time allowed for you to occupy temporary quarters);(b) You have signed a service agreement; and(c) You meet any additional conditions your LOB, staff office, or Office of Chief Counsel has established.
§ 302-22.6	Who may occupy temporary quarters at Government expense?	Only you and/or your immediate family may occupy temporary quarters at Government expense.
§ 302-22.7	Where may I/we occupy temporary quarters at Government expense?	You and/or your immediate family may occupy temporary quarters at Government expense within reasonable proximity of your old and/or new official stations. Neither you nor your immediate family may be reimbursed for occupying temporary quarters at any other location, unless justified by special circumstances that are reasonably related to your transfer.
§ 302-22.8	May my immediate family and I occupy temporary quarters at different locations?	Yes. For example, if you must vacate your home at the old official station and report to the new official station and your family remains behind until the end of the school year, you may need to occupy temporary quarters at the new official station while your family occupies temporary quarters at the old official station.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-22.9	What methods may FAA use to reimburse me for TQSE?	FAA will reimburse you for TQSE under the actual expense method as provided in subpart B of this part unless it permits the “fixed amount” reimbursement method as provided in subpart C of this part as an alternative. If FAA makes both methods available to you, you may select the one you prefer. Once you elect one method, your decision is irrevocable.
§ 302-22.10	Must I document my TQSE to receive reimbursement?	<p>For fixed amount TQSE reimbursement, you do not document your TQSE. For actual TQSE reimbursement, you must document your TQSE by itemizing each expense and providing receipts:</p> <ul style="list-style-type: none">(a) For any single item over \$75 as required by § 301-52.4(b) of chapter 301 of this subtitle; and(b) For all meal and incidental expenses for the period for which you are authorized actual expense TQSE reimbursement, if your meals and incidental expenses for that period exceeds 46 percent of the maximum allowable amount provided in § 302-22.100 of this part.
§ 302-22.11	How soon may I/we begin occupying temporary quarters at Government expense?	As soon as FAA authorizes you to receive a TQSE allowance and you have signed a service agreement.
§ 302-22.12	How is my TQSE allowance affected if my temporary quarters become my permanent residence quarters?	If your temporary quarters become your permanent residence quarters, you may receive a TQSE allowance only if you show in a manner satisfactory to FAA that you initially intended to occupy the quarters temporarily.
§ 302-22.13	May I receive an advance of funds for TQSE?	Yes. FAA may advance the amount of funds necessary to cover your estimated TQSE expenses for up to 30 days. FAA subsequently may advance additional funds for periods up to 30 days.
§ 302-22.14	Are there any other rules which govern payment of my TQSE allowance?	Yes, the rules in part 301-11 govern payment of your TQSE allowance, except as specifically provided in this part.
§ 302-22.15	May I receive a TQSE allowance if I am receiving another subsistence expenses allowance?	No, with one exception. You may receive a cost-of-living allowance payable under 5 U.S.C. 5941 in addition to a TQSE allowance.
§ 302-22.16	Am I eligible for a TQSE allowance if I transfer to a foreign area?	No. You may not receive a TQSE allowance under this part when you transfer to a foreign area. However, you may qualify for a comparable allowance under the Standardized Regulations (Government Civilians, Foreign Areas) prescribed by the State Department.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-22.17 **May I be reimbursed for local transportation expenses incurred while I am occupying temporary quarters?** Generally not. Local transportation expenses are not TQSE, and there is no authority to pay them as such. You may, however, be reimbursed under part 301-10 of chapter 301 of this subtitle for necessary transportation expenses if you perform local official business travel while you are occupying temporary quarters.

SUBPART B—ACTUAL TQSE METHOD OF REIMBURSEMENT

§ 302-22.100 **What am I paid under the actual TQSE reimbursement method?** FAA will pay your actual TQSE incurred, provided the expenses are reasonable and do not exceed the maximum allowable amount. The “maximum allowable amount” is the “maximum daily amount” multiplied by the number of days you actually incur TQSE not to exceed the number of days authorized, taking into account that the rates change after 30 days in temporary quarters. The “maximum daily amount” is determined by adding the rates in the following table for you and each member of your immediate family authorized to occupy temporary quarters:

For	The “maximum daily amount” of TQSE under the actual expense method that...		
	You and/or your unaccompanied spouse may receive is...	Your accompanied spouse or a member of your immediate family who is age 12 or older may receive is...	A member of your immediate family who is under age 12 may receive is...
The first 30 days of temporary quarters,	The applicable per diem rate.	.75 times the applicable per diem rate.	.5 times the applicable per diem rate.
Any additional days of temporary quarters	.75 times the applicable per diem rate.	.5 times the applicable per diem rate.	.4 times the applicable per diem rate.

§ 302-22.101 **May FAA reduce my TQSE allowance below the “maximum allowable amount”?** Yes. If the estimated daily amount of your TQSE is determined in advance to be lower than the maximum daily amount, FAA may reduce the maximum allowable amount to your expected expenses.

§ 302-22.102 **What is the “applicable per diem rate” under the actual TQSE reimbursement method?** The “applicable per diem rate” under the actual TQSE reimbursement method is as follows:

For temporary quarters located in...	The applicable per diem rate is...
The continental United States (CONUS),	The standard CONUS rate.
A nonforeign area outside CONUS,	The locality rate established by the Secretary of Defense or the Secretary of State under § 301-11.20 of chapter 301 of this subtitle.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- § 302-22.103** **When is the latest that I may begin the period for which I may claim actual TQSE reimbursement?** The period must begin before the maximum time expires for beginning allowable travel and transportation as provided in §§ 302-3.40 through 302-3.47 of this chapter for employees performing a PCS and §§ 302-4.105, 302-4.306, and 302-4.405 of this chapter for employees performing a TCS.
- § 302-22.104** **How long may I be authorized to claim actual TQSE reimbursement?** As follows:

If you are...	Then...
An employee authorized relocation benefits for a PCS,	FAA may authorize you to claim actual TQSE in 30-day increments, not to exceed 60 consecutive days. However, if FAA determines that there is a compelling reason for you to continue occupying temporary quarters after 60 consecutive days, FAA may authorize an extension of up to 60 additional consecutive days. Under no circumstances may you be authorized to claim actual TQSE reimbursement for more than a total of 120 consecutive days.
An employee authorized relocation benefits for a TCS,	FAA may authorize you to claim actual TQSE for a period of 30 consecutive days. FAA will not grant any extensions to the 30 day period.

- § 302-22.105** **How is the period I am authorized to claim actual TQSE reimbursement affected when I perform a househunting trip at Government expense?** Your period for claiming actual TQSE reimbursement will be reduced by the number of days of your househunting trip if you are paid a per diem allowance for you and/or your spouse's househunting trip expenses and by 5 days if you select a fixed amount reimbursement for you and/or your spouse's househunting trip subsistence expenses.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- § 302-22.106** **What is a “compelling reason” warranting extension of my authorized period for claiming actual TQSE reimbursement?**
- A “compelling reason” is an event that is beyond your control and is acceptable to FAA. Examples include, but are not limited to:
- (a) Delivery of your household goods to your new residence is delayed due to strikes, customs clearance, hazardous weather, fires, floods or other acts of God, or similar events;
 - (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);
 - (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
 - (d) Sudden illness, injury, or death of employee or immediate family member.
- § 302-22.107** **May I interrupt occupancy of temporary quarters?**
- Yes. Your authorized period for claiming actual TQSE reimbursement is measured in consecutive days, and once begun, normally continues to run whether or not you occupy temporary quarters. You may, however, interrupt your authorized period for claiming actual TQSE reimbursement in the following instances:
- (a) For the time allowed for en route travel between the old and new official stations;
 - (b) For circumstances attributable to official necessity such as an intervening temporary duty assignment or military duty; or
 - (c) For a nonofficial necessary interruption such as hospitalization, approved sick leave, or other reason beyond your control and acceptable to FAA.
- § 302-22.108** **What effect do partial days of temporary quarters occupancy have on my authorized period for claiming actual TQSE reimbursement?**
- Occupancy of temporary quarters for less than a whole day constitutes one full day of your authorized period. (However, see § 302-22.111 regarding en route travel.)

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- § 302-22.109 **When does my authorized period for claiming actual TQSE reimbursement end?** The period ends at midnight on the earlier of:
- (a) The day preceding the day you and/or any member of your immediate family occupies permanent residence quarters; or
 - (b) The day your authorized period for claiming actual TQSE reimbursement expires.
- § 302-22.110 **May the period for which I am authorized to claim actual TQSE reimbursement for myself be different from that of my immediate family?** No, the eligibility period for which you are authorized to claim actual TQSE reimbursement for yourself and for each member of your immediate family must run concurrently.
- § 302-22.111 **What effect do partial days have on my actual TQSE reimbursement?** You may not receive reimbursement under both the actual TQSE allowance and another subsistence expenses allowance within the same calendar day, with one exception: if you claim TQSE reimbursement on the same day that en route travel per diem ends, your en route travel per diem will be computed under applicable partial day rules and you also may be reimbursed for actual TQSE you incur after 6:00 p.m. of that day.
- § 302-22.112 **May I and/or my immediate family occupy temporary quarters longer than the period for which I am authorized to claim actual TQSE reimbursement?** Yes, but you will not be reimbursed for any of the expenses you incur during the unauthorized period.

SUBPART C—FIXED AMOUNT REIMBURSEMENT

- § 302-22.200 **What am I paid under the fixed amount reimbursement method?** If FAA offers and you select the fixed amount TQSE reimbursement method, you are paid a fixed amount instead of your actual expenses.
- § 302-22.201 **For what period of time may I receive a fixed amount reimbursement?** For a period determined reasonable by FAA not to exceed 30 days. No extensions are allowed under the fixed amount method.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- § 302-22.202 **Will FAA reduce the period of time for which I may receive a fixed amount reimbursement by the period of time I perform a househunting trip?** No. Your period will not be reduced regardless of whether FAA pays you a per diem or a fixed amount for your househunting trip expenses.
- § 302-22.203 **How do I determine the amount of my payment under the fixed amount reimbursement method?** Multiply the number of days FAA authorizes TQSE by .75 times the maximum per diem rate (i.e., lodging plus meals and incidental expenses) prescribed in chapter 301 of this subtitle for the locality of the new official duty station. Then, for each member of your immediate family, multiply the same number of days by .25 times the same per diem rate. Your payment will be the sum of these calculations.
- § 302-22.204 **Will I receive additional TQSE reimbursement if my fixed amount is not adequate to cover my TQSE?** No.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-23.5	Must FAA authorize payment of the allowance for overseas tour renewal travel?	No. FAA determines when it is in the Government's interest to authorize you an allowance for overseas tour renewal travel.
§ 302-23.6	Under what circumstances will I receive the allowance for overseas tour renewal travel?	<p>You will receive an allowance for overseas tour renewal travel if:</p> <ul style="list-style-type: none"> (a) You complete your assignment at your post of duty; (b) You agree to serve an additional tour at your post of duty or to transfer to another post of duty; (c) You sign a service agreement; (d) FAA authorizes you to perform a overseas tour renewal travel after completion of your assignment and prior to when you travel; and <p>You meet any additional conditions your line of business, staff office, or the Office of Chief Counsel has established.</p>
§ 302-23.7	Who may travel on an overseas tour renewal trip at Government expense?	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 § 302-2.101 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	How many overseas tour renewal trips may FAA authorize?	FAA may authorize trips as follows:

If you are...	Then FAA may authorize...
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

§ 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:

If your place of residence is in...	Then, you and/or a member of your immediate family may travel to...
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.

§ 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

PART 302-40—ALLOWANCE FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT

SUBPART A—GENERAL RULES

Sec.

- 302-40.1 What is the purpose of the allowance for the transportation of household goods and professional books, papers, and equipment?
- 302-40.2 Am I eligible for an allowance for the transportation of household goods and professional books, papers, and equipment?
- 302-40.3 Must FAA pay an allowance for transportation of my household goods and professional books, papers, and equipment?
- 302-40.4 What is the maximum amount of household goods and professional books, papers, and equipment that I may transport at Government expense?
- 302-40.5 May I transport professional books, papers, and equipment in excess of the limit in § 302-40.4?
- 302-40.6 How do I determine the net weight of my household goods and professional books, papers, and equipment?
- 302-40.7 Must I obtain a bill of lading, weight certificate, or other document which shows gross weight and tare weight?
- 302-40.8 Is there a limit on the number of lots of household goods that I may transport at Government expense?
- 302-40.9 Where is the “authorized point of origin” and “authorized destination” of the transportation of my household goods and professional books, papers, and equipment?
- 302-40.10 What if I transport my household goods and professional books, papers, and equipment from a point of origin other than my authorized point of origin and/or to a destination other than my authorized destination?
- 302-40.11 What will FAA pay me if my household goods are damaged or destroyed by the household goods carrier?
- 302-40.12 If I relocate wholly within CONUS, under what methods may FAA transport my household goods and professional books, papers, and equipment?
- 302-40.13 If I relocate to or from a point outside CONUS, under what methods may FAA transport my household goods and professional books, papers, and equipment?
- 302-40.14 Under what method will FAA transport my professional books, papers, and equipment if they are transported separately as an administrative expense?
- 302-40.15 If I arrange for the transportation of my household goods, and professional books, papers, and equipment, are there any limitations on the method of transportation I may select?

SUBPART B—ACTUAL EXPENSE METHOD

Sec.

- 302-40.100 What expenses will FAA pay in connection with transportation of my household goods and professional books, papers, and equipment?
- 302-40.101 How are my transportation expenses paid under the actual expense method?
- 302-40.102 What must FAA do when I transport household goods and professional books, papers, and equipment under the actual expense method?
- 302-40.103 What must I do when I transport household goods and professional books, papers, and equipment under the actual expense method?
- 302-40.104 What is my liability if I transport more household goods than are authorized under § 302-40.4?

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- 302-40.105 What am I reimbursed if I decide to transport my household goods myself after FAA authorizes transportation of household goods by the actual expense method?
- 302-40.106 Will FAA pay me a wage, salary, fee or other charge for my labor if I or a member of my immediate family pack my household goods and/or transport my household goods?
- 302-40.107 What value should I declare for the shipment of my property to a post of duty?

SUBPART C—COMMUTED RATE SYSTEM

Sec.

- 302-40.200 How are my transportation expenses paid under the commuted rate system?
- 302-40.201 How do I determine the appropriate mileage for my commuted rate fixed amount reimbursement?
- 302-40.202 How is my reimbursement affected if I am charged a rate for a weight of household goods in excess of my actual weight?
- 302-40.203 What must FAA do when I transport household goods under the commuted rate system?
- 302-40.204 What must I do when I transport household goods under the commuted rate system?
- 302-40.205 May I get an additional payment if my commuted rate fixed amount payment does not cover all my transportation expenses?

SUBPART A—GENERAL RULES

- § 302-40.1 **What is the purpose of the allowance for the transportation of household goods and professional books, papers, and equipment?** To facilitate employee mobility by assisting the relocating employee to move personal living items from his old duty station to his new duty station.
- § 302-40.2 **Am I eligible for an allowance for the transportation of household goods and professional books, papers, and equipment?** Yes, if you are:
- (a) An employee authorized relocation benefits for a permanent change of station (PCS) under part 302-3 of this chapter;
 - (b) An employee authorized relocation benefits for a temporary change of station (TCS) under part 302-4 of this chapter;
 - (c) A new appointee or student trainee authorized relocation benefits in connection with your assignment to your first official station under part 302-5 of this chapter;
 - (d) An employee authorized return transportation under part 302-6 of this chapter; or
 - (e) An employee authorized relocation benefits for a “last move home” under part 302-7 of this chapter.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-40.15	If I arrange for the transportation of my household goods, and professional books, papers, and equipment are there any limitations on the method of transportation I may select?	Yes, you may not transport your household goods by a foreign flag vessel unless you establish the necessity therefor and FAA approves in advance your use of foreign flag vessel. If you arrange for air shipment, you must ship your household goods by U.S. flag carrier, unless U.S. flag service is not available. FAA will not pay your transportation costs if you improperly use a foreign flag vessel or air carrier.
--------------------	---	---

SUBPART B—ACTUAL EXPENSE METHOD

§ 302-40.100	What expenses will FAA pay in connection with transportation of my household goods and professional books, papers, and equipment?	FAA will pay your actual expenses of transportation, including line-haul transportation, packing, crating, unpacking, drayage incident to transportation, and necessary accessorial services. FAA will also pay expenses incurred for hiring, transporting lift vans, when shipments are made in whole or in part by water, but will not pay for shipment or storage of empty lift vans or import duties on lift vans.
§ 302-40.101	How are my transportation expenses paid under the actual expense method?	FAA will pay the carrier for the transportation of household goods, select a carrier, prepare a bill of lading, and issue the bill of lading to the carrier for transportation of your household goods.
§ 302-40.102	What must FAA do when I transport household goods and professional books, papers, and equipment under the actual expense method?	FAA must: <ul style="list-style-type: none">(a) Arrange for commercial transportation services (through contracts, tenders of service, or other arrangements), including packing and crating services;(b) Select the carrier;(c) Pay the carrier, including preparing the bill of lading and issuing the bill of lading to the carrier;(d) Pay the bill of lading and audit the transportation costs; and(e) Mediate disputes with the carrier arising out of loss and damage claims.
§ 302-40.103	What must I do when I transport household goods and professional books, papers, and equipment under the actual expense method?	You must: <ul style="list-style-type: none">(a) Provide the movers entry to your home or other location where household goods and professional books, papers, and equipment are stored; and(b) Submit loss and damage claims to the carrier.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- § 302-40.104 **What is my liability if I transport more household goods than are authorized under § 302-40.4?** You are responsible for the excess amount which is determined by multiplying the total cost by the ratio of excess weight to total weight. FAA will pay the bill of lading and collect the excess amount from you. FAA will treat the excess amount as a debt to the Government.
- § 302-40.105 **What am I reimbursed if I decide to transport my household goods myself after FAA authorizes transportation of household goods by the actual expense method?** You will be reimbursed your actual transportation costs not to exceed the cost of transportation by the commercial carrier. You will have to provide a weight certificate in accordance with § 302-40.7. You will assume FAA's responsibilities under § 302-40.102, including responsibility for resolving loss or damage claims.
- § 302-40.106 **Will FAA pay me a wage, salary, fee or other charge for my labor if I or a member of my immediate family pack my household goods and/or transport my household goods?** No. FAA will not pay you a wage, salary, fee or other charge for your labor or your immediate family's labor in packing your household goods and/or transporting your household goods. If you are on leave, however, you will continue to receive your normal salary or wage. FAA will pay the labor costs of professional packers.
- § 302-40.107 **What value should I declare for the shipment of my property to a post of duty?** You should declare the valuation which will result in the lowest freight rate applicable. You will be responsible for any costs which result from declaring a higher valuation.

SUBPART C— COMMUTED RATE SYSTEM

- § 302-40.200 **How are my transportation expenses paid under the commuted rate system?** FAA will pay a fixed amount determined under the commuted rate schedule published by GSA. The fixed amount is computed by multiplying the number of hundreds of pounds shipped (within the maximum weight allowance) by the applicable rate per hundred pounds for the distance shipped as shown in the commuted rate schedule. The fixed amount also includes an amount for other transportation charges (including packing, crating, and accessorial charges) determined under the commuted rate schedule published by GSA.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-40.201	How do I determine the appropriate mileage for my commuted rate fixed amount reimbursement?	The appropriate distance is determined by Household Goods Carriers Standard Mileage Guide, or a standard road atlas. If the rate is not shown in the commuted rate schedule for the exact mileage, the rate shown for the next greater distance applies.
§ 302-40.202	How is my reimbursement affected if I am charged a rate for a weight of household goods in excess of my actual weight?	If you are charged a minimum weight above the actual weight of your household goods under the applicable tariff (other than one based on expedited or special services), FAA will base your commuted rate fixed amount reimbursement on the minimum weight as charged instead of the actual weight of the goods.
§ 302-40.203	What must FAA do when I transport household goods under the commuted rate system?	FAA pays you the fixed amount as provided in § 302-40.200.
§ 302-40.204	What must I do when I transport household goods under the commuted rate system?	<p>You must:</p> <ul style="list-style-type: none">(a) Select the carrier and arrange for commercial transportation services, including packing and crating services;(b) Pay the carrier;(c) Prepare and submit loss and damage claims with the carrier;(d) Resolve disputes with the carrier arising from loss and damage claims; and <p>Submit a voucher claim with all paper work to your appropriate accounting office.</p>
§ 302-40.205	May I get an additional payment if my commuted rate fixed amount payment does not cover all my transportation expenses?	No.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

PART 302-45—ALLOWANCE FOR TRANSPORTATION OF A MOBILE HOME

Sec.

- 302-45.1 What is the purpose of the allowance for transportation of a mobile home?
- 302-45.2 Am I eligible to receive an allowance for transportation of a mobile home?
- 302-45.3 Who is not eligible for an allowance for transportation of a mobile home?
- 302-45.4 Must FAA pay an allowance for transportation of a mobile home?
- 302-45.5 If I elect an allowance for transportation of a mobile home, may I also claim an allowance for transportation and storage of household goods and professional books, papers, and equipment?
- 302-45.6 Where must transportation of my mobile home begin and end?
- 302-45.7 How will FAA pay my allowance for transportation of mobile homes?
- 302-45.8 What is the maximum amount FAA will pay for the allowance for transportation of mobile homes?
- 302-45.9 What expenses will FAA pay for transportation of a mobile home?
- 302-45.10 What type of expenses are not covered by my allowance for transportation of a mobile home?
- 302-45.11 How is my reimbursement affected if I transport my mobile home partially by commercial carrier and partially by private means?
- 302-45.12 May FAA use a bill of lading to pay for transportation of my mobile home?
- 302-45.13 Must FAA use a bill of lading to pay for transportation of my mobile home?
- § 302-45.1** **What is the purpose of the allowance for transportation of a mobile home?** To facilitate employee mobility by assisting the relocating employee to move personal living items from his old duty station to his new duty station.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- § 302-45.2** **Am I eligible to receive an allowance for transportation of a mobile home?** Yes, if:
- (a) You are:
 - (1) An employee authorized relocation benefits for a permanent change of station under part 302-3 of this chapter;
 - (2) An employee authorized relocation benefits for a temporary change of station under part 302-4 of this chapter;
 - (3) A new appointee or student trainee authorized relocation benefits in connection with your assignment to your first official station under part 302-5 of this chapter; or
 - (4) An employee authorized return transportation under part 302-6 of this chapter;
 - (b) Your old official station (or place of actual residence, in the case of a new appointee or student trainee) is within CONUS or Alaska;
 - (c) Your new official station (or designated place of residence, in the case of an employee performing return transportation) is within CONUS or Alaska;
 - (d) Your mobile home is your primary residence at your old official station (or actual place of residence); and
 - (e) Your mobile home will be your primary residence at your new official station (or designated place of residence).
- § 302-45.3** **Who is not eligible for an allowance for transportation of a mobile home?** The following are not eligible for an allowance for transportation of a mobile home:
- (a) An employee transferring to an official station outside CONUS and Alaska;
 - (b) An employee transferring from an official station outside CONUS and Alaska;
 - (c) An employee performing a temporary change of station to a temporary official station located outside CONUS and Alaska;
 - (d) An employee exercising “last move home” rights;
 - (e) An employee assigned under the Government Employees Training Act (see 5 U.S.C. 4109); or
 - (f) An employee returning from an assignment outside CONUS and Alaska.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-45.4 **Must FAA pay an allowance for transportation of a mobile home?** Yes, if you are eligible.

§ 302-45.5 **If I elect an allowance for transportation of a mobile home, may I also claim an allowance for transportation and storage of household goods and professional books, papers, and equipment?** No.

§ 302-45.6 **Where must transportation of my mobile home begin and end?**

If you are...	Your transportation must begin at...	Your transportation must end at...
A transferee relocated under part 302-3,	Your old official station,	Your new official station.
An employee authorized relocation benefits for TCS and are performing en route travel to your temporary official station under part 302-4 of this chapter,	Your old official station,	Your temporary official station.
An employee authorized relocation benefits for TCS and is performing return travel upon completion of the temporary assignment under part 302-4 of this chapter,	Your temporary official station.	Your old official station.
A new appointee or student trainee relocated under part 302-5,	Your place of actual residence,	Your new official station.
An individual performing return travel under part 302-6,	Your old official station,	Your designated place of residence.

§ 302-45.7 **How will FAA pay my allowance for transportation of mobile homes?** FAA will pay your actual expenses, or a mileage rate in lieu of actual expenses if authorized under § 302-45.9(b) of this part, not to exceed the maximum amount.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- § 302-45.8** **What is the maximum amount FAA will pay for the allowance for transportation of mobile homes?** The maximum amount that FAA will pay is the amount FAA would pay for transportation from your old official station to your new official station, and 90 days of temporary storage, of 18,000 pounds of household good. Your regional transportation officer will provide an estimate of the cost of transporting and storing 18,000 pounds of household goods.
- § 302-45.9** **What expenses will FAA pay for transportation of a mobile home?** FAA pays:
- (a) The following costs if you transport your mobile home by commercial carrier:
 - (1) The carrier's charges for actual transportation of the mobile home;
 - (2) Ferry fares and bridge, road, and tunnel tolls;
 - (3) Taxes, charges or fees fixed by a State or other government authority for permits to transport mobile homes in or through its jurisdiction;
 - (4) Carrier's service charges for obtaining necessary permits; and
 - (5) Charges for a pilot (flag) car or escort services, when such services are required by State or local law;
 - (b) An allowance of 11 cents per mile if you transport your mobile home overland by private means;
 - (c) When you use a boat as your primary residence, the costs of transporting your mobile home over water including, but not be limited to:
 - (1) The cost of fuel and oil used for propulsion of the boat;
 - (2) The cost of pilots or navigators in the open water;
 - (3) The cost of a crew;
 - (4) Charges for harbor pilots;
 - (5) The cost of docking fees incurred in transit;
 - (6) Harbor or port fees and similar charges relating to entry in and navigation through ports; and
 - (7) The cost of towing, whether in tow or towing by pushing from behind.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- (d) The costs generally associated with preparing your mobile home at a point of origin for movement and resettling the mobile home at the destination including, but not limited to:
 - (1) The costs of blocking and unblocking (including anchoring and unanchoring);
 - (2) The labor costs of removing and installing skirting;
 - (3) The cost of separating, preparing, and sealing each section for movement;
 - (4) The cost of reassembling the two halves of a double-wide mobile home; and
 - (5) Travel lift fees.

§ 302-45.10 **What type of expenses are not covered by my allowance for transportation of a mobile home?**

Your allowance for transportation of a mobile home does not cover:

- (a) All costs for replacement parts, tire purchases, structural repairs, brake repairs, or any other repairs or maintenance performed;
- (b) Costs of insurance for valuation of mobile homes above carriers' maximum liabilities, or charges designated in the tariffs as "Special Service;"
- (c) Costs of storage; and
- (d) Costs of connecting and disconnecting appliances, equipment, and utilities involved in relocation and costs of converting appliances for operation on available utilities.

§ 302-45.11 **How is my reimbursement affected if I transport my mobile home partially by commercial carrier and partially by private means?**

We will pay:

- (a) The commercial carrier costs as provided in § 302-45.9(a) only for the portion of travel completed using commercial carrier;
- (b) The mileage rate as provided in § 302-45.9(b) only for the portion of travel overland completed by private means;
- (c) The over water costs as provided in § 302-45.9 (c) only for the portion of the travel completed over water; and
- (d) The preparation and settling costs as provided in § 302-45.9(d), regardless of whether transportation is over land by commercial carrier, over land by private means, or over water.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- | | | |
|-------------|---|--|
| § 302-45.12 | May FAA use a bill of lading to pay for transportation of my mobile home? | Yes. If it does so, it will pay the carrier the cost directly, and will bill you for any excess. It will perform the same functions it performs under § 302-40.102. If the cost exceeds the maximum amount prescribed in § 302-45.8, you will be liable for the excess amount. FAA will treat the excess amount as a debt to the Government and will collect the excess amount from you. |
| § 302-45.13 | Must FAA use a bill of lading to pay for transportation of my mobile home? | No. |

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

PART 302-50—ALLOWANCE FOR EXPENSES INCURRED IN CONNECTION WITH RESIDENCE TRANSACTIONS

SUBPART A—GENERAL RULES

Sec.

- 302-50.1 What is the purpose of the allowance for expenses incurred in connection with residence transactions?
- 302-50.2 Am I eligible to receive an allowance for expenses incurred in connection with residence transactions?
- 302-50.3 Who is not eligible to receive an allowance for expenses incurred in connection with residence transactions?

SUBPART B—RESIDENCE REQUIREMENTS

Sec.

Property Requirements

- 302-50.100 Which of my properties qualify for the allowance for expenses incurred in connection with residence transactions?
- 302-50.101 How many properties will FAA pay me an allowance for expenses incurred in connection with residence transactions?
- 302-50.102 Are there any limits on how much land I can buy/sell in connection with the purchase/sale of my residence?
- 302-50.103 How is my reimbursement affected if I purchase/sell excess property?

Occupancy Requirements

- 302-50.120 Must I occupy the residence that I sell at Government expense at the time I am notified of the transfer?
- 302-50.121 How is my reimbursement affected if the residence is a multiple occupancy dwelling and I and members of my immediate family do not occupy the entire dwelling at the time I am notified of my transfer?

Title Requirements

- 302-50.150 Who must hold title to the residence for FAA to pay me an allowance for expenses incurred in connection with residence transactions?
- 302-50.151 How does FAA determine whether I and/or a member of my immediate family hold title to the residence?
- 302-50.152 How do I or a member of my immediate family hold an “equitable title interest” in my residence?
- 302-50.153 When must I and/or a member(s) of my immediate family have acquired title interest in my residence to be eligible for the allowance for expenses incurred in connection with the sale of my residence?
- 302-50.154 Will my reimbursement be increased if I acquire after the date specified in § 302-50.153 an additional interest in the residence I am selling at Government expense?

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- 302-50.155 Will my reimbursement be decreased if my interest in the residence I am selling at Government expense is decreased after the date specified in § 302-50.153 but prior to the sale of the residence at Government expense?
- 302-50.156 When is my title interest in my new residence determined for the allowance for expenses incurred in connection with the purchase of my new residence?
- 302-50.157 How is my reimbursement affected if I and/or a member of my immediate family share title with another person?

SUBPART C—RESIDENCE TRANSACTION EXPENSE REIMBURSEMENT

Sec.

- 302-50.200 How much is my allowance for expenses incurred in connection with the sale of my old residence?
- 302-50.201 How much is my allowance for expenses incurred in connection with the purchase of my new residence?
- 302-50.202 If I am reimbursed on a pro rata basis, what portion of the residence transactions expenses will FAA pay for me?
- 302-50.203 Will FAA pay expenses incurred in connection with residence transactions that are paid by a person other than me or a member of my immediate family?
- 302-50.204 What residence transaction expenses will FAA pay?
- 302-50.205 What residence transaction expenses will FAA not pay?
- 302-50.206 Will FAA pay for losses you incur on the sale of your old residence?

SUBPART A—GENERAL RULES

- § 302-50.1** **What is the purpose of the allowance for expenses incurred in connection with residence transactions?** To facilitate the transfer of an employee by assisting the employee to sell his/her residence at the old official station and purchase a residence at the new official station. The allowance is intended to reimburse residence transaction costs only, and must not be used to provide additional equity in, or make capital improvements to, the home.
- § 302-50.2** **Am I eligible to receive an allowance for expenses incurred in connection with residence transactions?** You are eligible if:
- (a) You are authorized relocation benefits for a permanent change of station under part 302-3 of this chapter;
 - (b) Your new official station is within a nonforeign area; and
 - (c) Your old official station is in either:
 - (1) A nonforeign area; or
 - (2) A foreign area if your new official station is in a nonforeign area and is different from the nonforeign area official station you transferred from when you began your assignment(s) in a foreign area(s).

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

If you are an employee who is transferring...	Then you and/or a member(s) of your immediate family must have acquired your interest in the residence prior to...
Between official stations within CONUS,	The date you were first notified of your transfer.
From a foreign area if your new official station is in a nonforeign area and is different from the nonforeign area official station you transferred from when you began your assignment(s) in a foreign area(s),	The date you were notified that you would be transferred to a post of duty.

§ 302-50.154	Will my reimbursement be increased if I acquire after the date specified in § 302-50.153 an additional interest in the residence I am selling at Government expense?	No.
§ 302-50.155	Will my reimbursement be decreased if my interest in the residence I am selling at Government expense is decreased after the date specified in § 302-50.153 but prior to the sale of the residence at Government expense?	Yes. FAA will reimburse your expenses on a pro rata basis as determined by the title interest you hold on the earlier of: (a) The date you complete the settlement on the residence; or (b) The effective date of transfer.
§ 302-50.156	When is my title interest in my new residence determined for the allowance for expenses incurred in connection with the purchase of my new residence?	Your title interest is the title interest (actual and equitable) you and/or your immediate family member(s) receive when you and/or a member(s) of your immediate family complete the settlement on the property.
§ 302-50.157	How is my reimbursement affected if I and/or a member of my immediate family share title with another person?	FAA will reimburse your residence transaction expenses on a pro rata basis. Your pro-rata share of the expenses will be determined by your title interest (the sum of your actual title interest and equitable title interest).

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

SUBPART C—RESIDENCE TRANSACTION EXPENSE REIMBURSEMENT

- § 302-50.200 **How much is my allowance for expenses incurred in connection with the sale of my old residence?** FAA will pay the actual allowable expenses paid by you and/or a member(s) of your immediate family to sell your old residence not to exceed 10 percent of the lesser of:
- (a) Your pro-rata share of the actual sales price of the residence; or
 - (b) \$500,000.
- § 302-50.201 **How much is my allowance for expenses incurred in connection with the purchase of my new residence?** FAA will pay the actual allowable expenses paid by you and/or a member(s) of your immediate family to purchase your new residence not to exceed 5 percent of the lesser of:
- (a) Your pro-rata share of the actual purchase price of the residence; or
 - (b) \$500,000.
- § 302-50.202 **If I am reimbursed on a pro rata basis, what portion of the residence transactions expenses will FAA pay for me?** FAA will pay your pro rata share of the expenses you incur as a result of the residence transaction (i.e., sale/purchase of residence).
- § 302-50.203 **Will FAA pay expenses incurred in connection with residence transactions that are paid by a person other than me or a member of my immediate family?** No.
- § 302-50.204 **What residence transaction expenses will FAA pay?** FAA will reimburse the following expenses if they are customarily paid by the seller of a residence at the old official station or if customarily paid by the purchaser of a residence at the new official station:
- (a) A broker's fee or real estate commission paid by you for services in selling your residence but not in excess of rates generally charged for such services by the broker or by brokers in the locality of the old official station (See § 302-50.205 for the prohibition on paying fees or commissions for a buyer's broker);
 - (b) Costs of newspaper, bulletin board, multiple-listing services, and other advertising for sale of the residence at the old official station if you have not paid for such services in the form of a broker's fee or real estate agent's commission;

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

PART 302-53—HOME MARKETING INCENTIVE PAYMENTS

Sec.

- 302-53.1 What is the purpose of a home marketing incentive payment?
302-53.2 Am I eligible to receive a home marketing incentive payment?
302-53.3 Who is not eligible for a home marketing incentive payment?
302-53.4 Must FAA pay me a home marketing incentive?
302-53.5 How much will FAA pay me for a home marketing incentive?
302-53.6 Are there tax consequences when I receive a home marketing incentive payment?

- § 302-53.1** **What is the purpose of a home marketing incentive payment?** To reduce FAA’s relocation costs by encouraging transferred employees to independently and aggressively market, and find a bona fide buyer for, their residence. This significantly reduces the fees/expenses FAA must pay to relocation services companies and effectively lowers the cost of such programs.
- § 302-53.2** **Am I eligible to receive a home marketing incentive payment?** Yes, if you are an employee who is authorized relocation benefits for a permanent change of station under part 302-3 to an official station within CONUS.
- § 302-53.3** **Who is not eligible for a home marketing incentive payment?** The following are not eligible for a home marketing incentive payment:
- (a) An employee transferred to a post of duty outside CONUS;
 - (b) An employee performing a temporary change of station;
 - (c) A new appointee;
 - (d) A student trainee;
 - (e) An employee returning from an assignment outside CONUS to an assignment at his/her place of residence;
 - (f) An employee returning from an assignment outside CONUS for separation from FAA service;
 - (g) An employee receiving a “last move home” benefit; or
 - (h) An employee assigned under the Government Employees Training Act (see 5 U.S.C. 4109).

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-53.4 **Must FAA pay me a home marketing incentive?** Yes, if:

- (a) You sell your residence at Government expense under part 302-50, or enter your residence in a homesale program under part 302-70;
- (b) You independently and aggressively market your residence; and
- (c) You find a bona fide buyer for your residence as a result of your independent marketing efforts.

§ 302-53.5 **How much will FAA pay me for a home marketing incentive?** You will receive a home marketing incentive payment as follows:

If...	Then your home marketing incentive payment will be...
You sell your home independently under part 302-50, and do not use FAA's homesale program under part 302-70,	\$ 4,160
You use FAA's homesale program under part 302-70 and independently find a buyer,	\$ 2,775

§ 302-53.6 **Are there tax consequences when I receive a home marketing incentive payment?** Yes, the home marketing incentive payment is considered income. Consequently, you will be taxed, and FAA will withhold income and employment taxes, on the home marketing incentive payment. You will not, however, receive a withholding tax allowance (WTA) to offset the withholding on your home marketing incentive payment, nor will you receive a relocation income tax (RIT) allowance payment for substantially all of your Federal, state, and local income taxes on the incentive payment.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- § 302-70.103** **Under what circumstances will FAA offer me use of a homesale program?**
- FAA will offer you use of a homesale program if:
- (a) You have been authorized to enter the homesale program;
 - (b) You have signed a service agreement; and
 - (c) You meet any additional requirements your LOB, staff office, or the Office of Chief Counsel has established.
- § 302-70.104** **What type of property may I enter into the FAA homesale program?**
- You may enter your residence as defined in § 302-1.18 of part 302-1 of this chapter, unless your residence is:
- (a) A residence that is not insurable;
 - (b) A mobile home, even if affixed to real property;
 - (c) A cooperative;
 - (d) A residence that is contaminated by a toxic or hazardous substance, such as, but not limited to, active urea formaldehyde foam insulation (UFFI), asbestos, lead and radon gas equal to or in excess of 4 picocuries per liter (or .02 working levels) that cannot be corrected;
 - (e) A residence that is contaminated by leaking underground storage tanks or seepage from other hazardous or toxic wastes as determined by the Environmental Protection Agency;
 - (f) A boat;
 - (g) A residence that is not adequately serviced by potable water or sanitary waste facilities;
 - (h) A residence that does not have a foundation; or
 - (i) A residence that cannot be financed by conventional, government insured or government guaranteed financing, or other financing typical for the location and zoning of the property. Your residence must meet applicable criteria for a mortgage loan as determined by a reputable lender, i.e., bank, savings and loan, or mortgage company authorized to conduct business in the area.
- § 302-70.105** **How many properties may I enter into the homesale program?**
- Only one, and it must be the property which qualifies for the allowance for expenses in connection with the sale of your residence under part 302-50 of this chapter.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

- § 302-70.106** **If FAA authorizes me to enter a homesale program, what must I do in connection with marketing my home?** You must market your home for 30 days from the date of the contractor's offer before you can accept the contractor's appraised value offer. You may market your home in conjunction with participating in the homesale program.
- § 302-70.107** **If FAA authorizes me to enter a homesale program, must I accept the appraised value offer from the relocation services company?** No. You have the option to accept or reject an offer from the relocation services company.
- § 302-70.108** **What expenses will FAA pay if I enter the homesale program and reject the appraised value offer?** FAA will pay the expenses incurred by the company, including appraisal fees. FAA will pay expenses you incur in connection with the sale of the residence in accordance with part 302-50, however:
- (a) FAA will not pay any expenses that you incur which are similar to the expenses paid to the company (e.g., if FAA pays appraisal fees to the company, then FAA will not pay you to get another appraisal); and
 - (b) FAA will reduce the maximum amount that it will pay you for expenses incurred in connection with the sale of your residence under part 302-50 by the amount of expenses it paid to the relocation services company under this section.
- § 302-70.109** **What expenses will FAA pay if I use a relocation services company to sell a residence for which I and/or a member(s) of my immediate family do not have full title?** FAA will pay the portion of the relocation services company's fee attributable to your pro rata share of the residence, as determined in accordance with §§ 302-50.103, 302-50.121, and 302-50.157 of this chapter. You are responsible for payment of any portion of the fee attributable to other than your pro rata share of the residence.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

SUBPART C—MARKETING ASSISTANCE PROGRAM

- § 302-70.200** **What is a marketing assistance program?** A service provided by a relocation services company in which the company inspects your residence and develops a strategy to effectively market your residence, including recommending improvements to your home.
- § 302-70.201** **Am I eligible for FAA’s marketing assistance program?** Yes, if:
- (a) You are an employee authorized relocation benefits for a PCS to a new official station under part 302-3;
 - (b) Your old official station is in either:
 - (1) A nonforeign area; or
 - (2) A foreign area if your new official station is in a nonforeign area and is different from the nonforeign area official station you transferred from when you began your assignment(s) in a foreign area(s).
 - (c) Your new official station is located within a nonforeign area;
 - (d) You are eligible for the allowance for expenses incurred in connection with the sale of a residence under part 302-50; and
 - (e) Your new and old official station are 50 miles or more apart (as measured by map distance) via a usually traveled surface route.
- § 302-70.202** **Must FAA offer me use of a marketing assistance program?** Yes, if you enter the FAA homesale program.
- § 302-70.203** **What expenses will FAA pay related to use of a marketing assistance program?** FAA will pay the fees for a marketing assistance program, if the relocation service company charges any fees. You, however, are responsible for any costs of improvements to the home, and FAA will not reimburse you for these costs.
- § 302-70.204** **Will FAA pay for use of a marketing assistance program if I enter the homesale program and reject the appraised value offer?** Yes, but the amount, if any, will reduce the maximum amount FAA will reimburse you for expenses in connection with the sale of your residence under part 302-50 of this chapter.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

SUBPART D—DESTINATION SERVICES PROGRAM

- § 302-70.300 **What are “destination services”?** Services provided by a relocation services company to assist an employee in establishing a home in a new official station. These services include buyer’s homefinding assistance, rental homefinding assistance, and mortgage counseling.
- § 302-70.301 **Am I eligible for FAA’s destination services program?** Yes, if:
- (a) You are an employee authorized relocation benefits for a PCS to a new official station under part 302-3; and
 - (b) Your new official station is located within a nonforeign area.
- § 302-70.302 **Must FAA offer me use of FAA’s destination services program?** Yes.
- § 302-70.303 **What destination services will FAA provide to me through the FAA destination services program?** FAA will provide:
- (a) Pre-transfer counseling;
 - (b) Buyers homefinding assistance;
 - (c) Rental homefinding assistance;
 - (d) Mortgage counseling.
- § 302-70.304 **What destination services will FAA not provide to me through the FAA destination services program?** FAA does not provide for:
- (a) Spousal employment assistance;
 - (b) Elder care assistance; and
 - (c) Child care assistance.
- § 302-70.305 **May I be separately reimbursed for destination services I obtain through my own efforts?** No. You may use your allowance for miscellaneous expenses as provided in part 302-60, however, to pay for destination services, including those services which FAA will not provide under the FAA destination services program (e.g., spousal employment assistance, elder care assistance, and child care assistance).