

Employees On the Move

*A Handbook on Travel and
Transportation Benefits for
Transferees*



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Regional Relocation Contacts and Telephone Numbers

Region 1
Gay Inman..... 503/231 6112

Region 2
Marguerite Edwards 505/248 6933

Region 3
Carol Tovar..... 612/713 5239

Region 4
Cathy Dawson 404/679 4098

Region 5
Sharon Woodin..... 413/253 8222

Region 6
Donna Hicks..... 303/236 7917
ext. 404

Region 7
Donald Lindberg..... 907/786 3321

Washington Office
Sheila Dade 703/358 1742
ext. 4

Introduction

To: U.S. Fish & Wildlife Service Transferee

The U.S. Fish & Wildlife Service wants to make your move as easy as possible. This handbook was developed to help you understand your entitlements when you make a permanent change of station (PCS). Please take time to become familiar with this handbook before you move. This information will help you plan your move and prepare the necessary paperwork to ensure that you receive all expense advances and reimbursements for which you are entitled, with minimal delays.

To ensure that new transferees have the most up-to-date per diem and relocation information at their fingertips, this handbook will be reissued annually. In addition, the handbook will also be incorporated into the Service's Manual (266 FW).

If you have any questions about your move or this handbook, please feel free to call your Regional Relocation Contact identified on the inside front cover of the handbook.

Paul W. Henne
*Assistant Director—
Administration*

Time Limitations

The maximum time for completing travel and transportation entitlements shall not exceed 2 years from the effective date of the employee's transfer. The effective date is defined as the date on which the employee reports for duty at his/her new duty station. See Section V (Real Estate Transactions) for time limitation exception.

Required Forms

To process your Travel Authorization and reimburse you for travel expenses and for the transportation of household goods and personal effects, you must complete and return to your Regional Finance Office the following:

1. Two original copies of the Employee Agreement (Attachment 1);
2. Employee Relocation Allowance Data Sheet (3-139) (Attachment 2);
3. Computation Form for the Employee Estimate of Total Relocation Costs and Travel Advances (Attachment 3);
4. Advance of Funds Application and Account (SF-1038) (Attachment 4); and
5. Request for Contractor Provided Relocation Services (Attachment 5).

What Happens to the Forms

Return the completed forms, in the envelope provided, to the Regional Finance Office at your new official station. When they receive these documents, they will issue a Document Control Number that will appear on your Travel Authorization as well as on other documents that might be issued in conjunction with your move, such as the Government Bill of Lading and travel advance.

The Regional Finance Office will review your completed PCS forms and establish the amount of money it will obligate for your move. The Regional Finance Office will send you your Travel Authorization and the approved 3-139 (Attachment 2).

Travel Advance

Next, the Travel Section/National Business Center (NBC) will issue a travel advance via the Electronic Fund Transfer (EFT) format. Exceptions will be on a case-by-case basis. You are cautioned not to incur any expenses until you have received your Travel Authorization.

Note: If you are not currently signed up for direct deposit for travel reimbursements, an ACH Form (Attachment 14) must be completed.

Submitting Expense Vouchers

After you've completed *each* portion of your move, you will have 10 days to submit an itemized voucher of expenses that includes a record of the dates and times of departures and arrivals. A copy of your Travel Authorization must accompany each travel voucher for each reimbursement request. (For more details, see Section X, "Submitting a Travel Voucher.")

Credit Card Use

If you have been issued a Government Integrated Bank of America (BoA) travel business line Mastercard, you are required to use it for the centrally billed items only, such as transportation tickets, transaction fees, rental car, gas for rental car, and airport parking. You are cautioned not to use your credit card for all other items that are reimbursable to you through the travel voucher process. Reimbursement of permanent change of station vouchers normally takes longer than temporary duty (TDY) travel vouchers. As a result, your bill may come due before you have received your reimbursement. *Keep in mind, the Bank of America contract requires payment upon receipt of your statement whether or not you have been reimbursed. Suspension of your account twice within a 12-month period could result in cancellation of your account.*

Travel Advances

Advances are a loan to the employee to cover moving expenses. Travel advances may be obtained for the following purposes:

- house hunting trip
- en route per diem allowance
- mileage
- temporary quarters
- shipment of household goods by rental van/truck (except Alaska, Hawaii and Puerto Rico)

The Regional Finance Office will determine and approve the advance. The advance will be issued no earlier than 20 days before travel begins. In some cases, employees may receive several different advances for a single move. This applies especially to those who are requesting a stay of more than 30 days in temporary quarters, as advances for this purpose can be issued in no greater than 30-day increments.

Note that you are to use the advance *only* for the specific purposes indicated in the computations. Advance funding is not to be used for personal expenditures, such as real estate transactions.

Repayment of Travel Advances

Advances are the sole responsibility of the employee. Travel advances must be repaid within 45 days from the date the advance was issued and becomes delinquent 90 days from the date of issue. Refer to the Notice of Action Taken for current standing of advance balance. Advances that will not be satisfied by travel voucher submission(s) must be paid by personal check or money order and forwarded to the Regional Budget and Finance Office.

Allowances

I. House Hunting Trip—41 CFR 302-4

In order to find a permanent residence you (and/or your spouse) may be authorized to take a house hunting trip in advance of the actual move. Only one round trip for you (and/or your spouse) may be authorized. You must receive advance written authorization in order for house hunting trip expenses to be reimbursed. This trip may not exceed 10 consecutive calendar days, including travel time.

A house hunting trip is not allowable:

- until an employee has formally agreed to the transfer, and the date of the transfer has been established;
- if an employee has been assigned to Government quarters or another prearranged residence at the new station;
- if both your old and new official stations are located outside the United States;
- if the distance (via normally traveled routes) from the old to the new duty station is less than 75 miles; or
- if the new station chooses not to authorize house hunting.

Allowable Costs

If you are authorized to take a house hunting trip, the costs that may be allowed include transportation costs for one round trip, per diem and local transportation costs.

Transportation costs may include common carrier or privately owned vehicle. If you are traveling by common carrier, make your reservations and other arrangements and obtain the tickets by using your BoA Mastercard or a Government Transportation Request provided by your new duty station. You must use coach-class accommodations and travel by contract carrier, if adequate service is available. If you are using a travel agency, you must use a General Services Administration (GSA) contracted travel company.

If you are traveling by privately owned vehicle, you will be reimbursed at the following rates for mileage:

- 15¢ per mile-employee only (or spouse only)
- 17¢ per mile-employee and spouse together.

Local transportation of up to 50 miles per day at the new duty station will be allowed for house hunting purposes only when a privately owned vehicle is used. Authorization to use a Government-owned vehicle or rental car may be an option.

There are three options available for reimbursement of subsistence expenses for house hunting trips. The method selected must be authorized on the Travel Authorization. The fixed-rate method, the standard CONUS rate method or the locality rate method may be authorized. Once the house hunting has commenced the method selected cannot be changed.

Fixed Rate Method: The fixed rate method is 6.25 times the locality per diem rate for the new duty station as specified in 41 CFR 301.7 and Appendix A for the employee and spouse. For the employee or spouse traveling alone, the fixed rate is 5 times the locality per diem rate.

Standard CONUS Rate Method: The maximum per diem allowance is the standard continental U.S. (CONUS) rate of \$85.00 for the employee and \$63.75 for the accompanying spouse. The maximum for an unaccompanied spouse is \$85.00.

The per diem rate for house hunting trips is calculated in the same manner as for temporary duty travel: The Meals and Incidental Expenses (M&IE) rate (\$30.00 for the employee and \$22.50 for the accompanying spouse). The M&IE rate for the first and last day of travel is limited to three quarters of a day. The actual lodging cost is added each calendar day. The daily total for an employee traveling with his/her spouse cannot

exceed \$148.75 (\$85.00 plus \$63.75). Keep all lodging receipts; you will need to submit these with your travel voucher.

Locality Rate Method: Allowances for subsistence establishes the maximum per diem for house hunting as the lesser of the maximum per diem rate for the locality where the employee seeks residence or the locality where the employee obtains lodging.

Expenses for separate house hunting trips may be allowed for you and your spouse when circumstances warrant; however, the overall reimbursement is limited to the cost of one round trip for you and your spouse traveling together.

There are no house hunting allowances for other family members, nor such costs as child care or boarding pets.

Note: per diem rates are subject to change by the GSA on an annual basis. Please check with your Regional Finance Office to verify rate quotes.

See examples of house hunting voucher computations for all three methods following this chapter.

II. En Route Travel of the Transferred Employee and Immediate Family — 41 CFR 302-2

For the purpose of this guide, “immediate family” is defined as the following individuals who are members of your household at the time you report for duty at your new duty station:

- your spouse;
- your children. (This includes stepchildren, adopted children, grandchildren, legal minor wards or other dependent children who are under the legal guardianship of you or your spouse, and a child born after the effective date of transfer when the travel of the employee’s expectant spouse is prevented due to the advanced stage of pregnancy. To come under the terms of this provision, the children must be unmarried and under 21 years of age or physically or mentally incapable of supporting themselves regardless of age.); and
- dependent parents, brothers, or sisters of you or your spouse.
- Additional expenses incurred because of pets are not reimbursable.

Allowable Expenses

One-way transportation and per diem costs are allowable en route travel expenses.

Transportation costs are allowed for travel by common carrier or privately owned vehicle. If you are using a common carrier, make your reservations and obtain the tickets by using your BoA Mastercard or a Government Transportation Request. You must use coach-class accommodations and travel by contract carrier, if adequate service is available. Also, you must work with a GSA-contracted travel company if you are using a travel agency.

If you are traveling in your own vehicle, the mileage allowance is limited to the distance between the old and new duty stations over a direct route. Mileage rates are as follows:

<i>Number of Occupants in Vehicle</i>	<i>Mileage Rate(cents)</i>
One	.15
Two	.17
Three	.19
Four or more	.20

Taxation of Mileage Allowance for Permanent Change of Station Moves

The Internal Revenue Service Bulletin No. 1999-43, dated October 25, 1999 establishes 10 cents per mile as the amount that may be deducted for moving expenses. The National Business Center (NBC) must report all payments in excess of this amount as taxable income. As an example, if you have been authorized to travel by your POV for 350 miles at \$.15 per mile, the mileage reimbursement (\$52.50) would be reported as \$17.50 taxable income and \$35 non-taxable income.

The excess payment which represents income is subject to withholding and employment taxes, federal and state withholding and FICA. This income will be covered by the relocation income tax allowance (RITA) for employees that relocate from one duty station to another for the convenience of the Government.

If you own two vehicles and both are needed for the move to your new station, you may be reimbursed for mileage on both if it is authorized. Approval for more than one personal vehicle may occur only

under the following special circumstances, and the reasons and approval must be noted on your Travel Authorization:

- if there are more members of your immediate family than can be reasonably transported, with luggage, in one vehicle;
- if, because of age or physical conditions, a member of your immediate family needs the special accommodations available in one vehicle, while a second automobile is required to transport other members of your immediate family;
- if you must report to a new official station before your family can make the trip. (In this case, your family’s travel must have been delayed for acceptable reasons, such as completion of the school term, sale of property, settlement of personal business affairs, disposal or shipment of household goods, or temporary unavailability of adequate housing at the new station.);
- if a member of your immediate family performs unaccompanied travel between authorized points other than those for your travel (for example, a child attending college in a locality separate from the employee’s duty station); and
- if your immediate family members must travel to the new official station ahead of your reporting date. Acceptable reasons for your family’s advance travel would be such things as enrolling children in school at the beginning of the term.

Shipment of Personally Owned Vehicle Within CONUS

When appropriate, shipment of a Personally Owned Vehicle (POV) *within CONUS* may be authorized for transferring employees, student trainees, and new appointees. A determination that it is more advantageous and cost effective for the Service to transport your POV to the new official duty station and pay commercial transportation charges for you and your family is required before authorizing the shipment. Shipment of a POV does not include leased vehicles.

The authority to ship a POV may only be approved under one of the following two reasons:

- Expediting the arrival and immediate work availability at the new duty station.
- The transferee must report to the new official station several weeks before the immediate family can accompany the employee.

EXAMPLE OF HOUSE HUNTING TRAVEL VOUCHER COMPUTATIONS (STANDARD CONUS RATE)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED	INSTRUCTIONS TO TRAVELER (Unlisted items are self explanatory)										Complete this information if this is a continuation sheet.					
	DATE	TIME	DESCRIPTION	BREAK FAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: NO. OF MILES (k)	MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)	PAGE OF	PAGES
01/11			LV WASHINGTON, D.C. AR DENVER, CO	3/4 DAY @	\$30	&	\$22.50	PLUS	65.00			104.38				
01/12			HOUSE HUNTING	1 DAY @	\$30	&	\$22.50	PLUS	65.00			117.50				
01/13			HOUSE HUNTING	1 DAY @	\$30	&	\$22.50	PLUS	65.00			117.50				
01/14			HOUSE HUNTING	1 DAY @	\$30	&	\$22.50	PLUS	65.00			117.50				
01/15			HOUSE HUNTING	1 DAY @	\$30	&	\$22.50	PLUS	65.00			117.50				
01/16			LV DENVER, CO AR WASHINGTON, D.C. MILEAGE TO AND FROM AIRPORT	3/4 DAY @	\$30	&	\$22.50				30	39.38				
			CB (CENTRALLY BILLED TRAVEL EXPENSES) ARE ITEMIZED IN ITEM 12 ON THE FRONT OF THE VOUCHER													
			AIR LINE TICKETS (RECEIPTS ATTACHED)													
			RENTAL CAR (RECEIPT ATTACHED)													
			GASOLINE FOR RENTAL CAR (RECEIPT ATTACHED)													
			PARKING FEE (RECEIPT ATTACHED)													
			IF TRIP WAS BY POV, SHOW ROUND TRIP MILEAGE AND LOCAL MILEAGE PAYABLE AT THE PCS MILEAGE RATE													
			***HOUSE HUNTING TRIP FOR EMPLOYEE AND SPOUSE**													
			SUBTOTALS										9.75	613.76		
			TOTALS										9.75	613.76		

In compliance with the Privacy Act of 1974, the following information is provided Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101.7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number. Disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances. However, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

EXAMPLE OF HOUSE HUNTING TRAVEL VOUCHER COMPUTATIONS (FIXED RATE)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED	INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)					ITEMIZED SUBSISTENCE EXPENSES						MILEAGE		AMOUNT CLAIMED			TRAVELER'S LAST NAME	
	DATE	TIME	DESCRIPTION	MEALS	MISCEL- LANEOUS SUBSIS- TENCE	LOGGING	TOTAL SUBSISTENCE EXPENSE	NO. OF MILES	MILEAGE RATE:	MILEAGE	SUBSISTENCE	OTHER	TRAVEL AUTHORIZATION NO.	PAGE OF PAGES				
2000	(a)	(b)	(c)	(d) (e) (f) (g) (h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)			32.5¢			
01/10			FIXED RATE HOUSE HUNTING TRIP FOR EMPLOYEE AND SPOUSE NTE 10 CALENDAR DAYS WASHINGTON, D.C. TO DENVER, CO AND RETURN	LUNCH \$6.25 DINNER \$83 TOTAL \$89.25	\$42					30			975	781.25				
			LOCALITY RATE FOR DENVER, CO + \$83 LODGING, \$42 M&IE PER DIEM ENTITLEMENT \$125 x 6.25															
			MILEAGE TO AND FROM AIRPORT															
			CB (CENTRALLY BILLED TRAVEL EXPENSES) ARE ITEMIZED IN ITEM 12 ON THE FRONT OF THE VOUCHER															
			AIR LINE TICKETS (RECEIPTS ATTACHED)															
			RENTAL CAR (RECEIPT ATTACHED)															
			GASOLINE FOR RENTAL CAR (RECEIPT ATTACHED)															
			PARKING FEE (RECEIPT ATTACHED)															
			IT TRIP WAS BY POV, SHOW ROUND TRIP MILEAGE AND LOCAL MILEAGE PAYABLE AT THE PCSJ MILEAGE RATE															
										SUBTOTALS		975	781.25					
										TOTALS		975	781.25					

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

In compliance with the Privacy Act of 1974, the following information is provided for your information. This information is maintained by the U.S. Civil Service Commission and is used for the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 USC 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a taxpayer and/or employee identification number. Disclosure of this information is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

EXAMPLE OF HOUSE HUNTING TRAVEL VOUCHER COMPUTATIONS (LOCALITY RATE)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED	INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)				ITEMIZED SUBSISTENCE EXPENSES						MILEAGE RATE: 32.5 ¢			AMOUNT CLAIMED	
	DATE	TIME	DESCRIPTION	MEALS	MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE	MILEAGE	NO. OF MILES	SUBSISTENCE	MILEAGE	OTHER	DATE	TIME	
2000	(a)	(b)	(c)	BREAK FAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	
1/12			LV WASHINGTON, D.C.	3/4 DAY @ \$34.16		\$25.50	PLUS	97.50				142.13			
1/13			AR-DENVER, CO	1 DAY @ \$34.16		\$25.50	PLUS	97.50				157.00			
1/14			HOUSE HUNTING	1 DAY @ \$34.16		\$25.50	PLUS	97.50				157.00			
1/15			HOUSE HUNTING	1 DAY @ \$34.16		\$22.50	PLUS	97.50				157.00			
1/16			HOUSE HUNTING	1 DAY @ \$34.16		\$22.50	PLUS	97.50				157.00			
1/17			LV DENVER, CO	3/4 DAY @ \$34.16		\$25.50						44.63			
			AR WASHINGTON, D.C.								30	9.75			
			MILEAGE TO AND FROM AIRPORT												
			CB (CENTRALLY BILLED TRAVEL EXPENSES)												
			AIR LINE TICKETS (RECEIPTS ATTACHED)												
			RENTAL CAR (RECEIPT ATTACHED)												
			GASOLINE FOR RENTAL CAR (RECEIPT ATTACHED)												
			PARKING FEE (RECEIPT ATTACHED)												
			IF TRIP WAS BY POV, SHOW ROUND TRIP MILEAGE AND LOCAL MILEAGE PAYABLE AT THE PCS MILEAGE RATE												
			HOUSE HUNTING TRIP FOR EMPLOYEE AND SPOUSE												
			***ADDITIONAL SPACE IS REQUIRED; CONTINUE ON ANOTHER SF 1012-A BACK, LEAVING THE FRONT BLANK.												
											SUBTOTALS	9.75	781.25		
											TOTALS	9.75	781.25		

INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Col. (d) Show amount incurred for each meal, including tax and tips, and daily total thru (g) meal cost

(h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals)

(i) Complete for per diem and actual expense travel.

(j) Show total subsistence expense incurred for actual expense travel.

(k) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

(l) Show expenses, such as: taxi/taxicab fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. OF PAGES

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

4

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED \$824.51

Example of En Route travel voucher computations

INSTRUCTIONS TO TRAVELER (Unlisted items are self explanatory)

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Col. (d) Show amount incurred for each meal, including tax and tips, and daily total meal cost

(n) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals)

(i) Complete for per diem and actual expense travel

(j) Show total subsistence expense incurred for actual expense travel

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

(n) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet

P.A.L.I.

TRAVEL AUTHORIZATION NO

TRAVELER'S LAST NAME

DATE 19 97	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanation of expense)	MEALS				ITEMIZED SUBSISTENCE EXPENSES			MILEAGE RATE 20¢	NO. OF MILES (n)	AMOUNT CLAIMED		
			BREAK FAST (a)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)			MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
12/31		Lv Residence	3/4 Day @ \$30	\$30	\$30	\$30	\$12.50	\$15	\$105.00	500	100.00	172.50		
1/1		HOLIDAY - DID NOT TRAVEL				\$22.50	\$15	105.00				195.00		
1/2		ARR NEW DUTY STATION/ NEW RESIDENCE	3/4 Day @ \$30	\$30	\$30	\$30	\$12.50	\$15		500	100.00	67.50		
		*En Route Travel - EMPLOYEE, SPOUSE CHILD 14 CHILD 8**												
SUBTOTALS											200.00	435.00		
TOTALS														

If additional space is required, continue on another SF 1012-A BACK leaving the front blank

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TOTAL AMOUNT CLAIMED \$635.00

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

This authority must be indicated on the travel authorization with the appropriate reason documented on Attachment #2 (Employee Relocation Allowance Data Sheet). A cost comparison must be performed to show a benefit to the Service. POV shipment may not be included with the shipment of household goods. A separate Government Bill of Lading will be issued to cover the vehicle's shipment.

Transferees may not be reimbursed for car rentals and/or taxi cabs at the old official station after the POV has been shipped nor at the new official station while awaiting the arrival of the POV.

Per Diem Allowances

The maximum per diem for travel en route is the continental U.S. (CONUS) rate of \$85.00 for the employee, \$63.75 for the accompanying spouse and children 12 and over, and \$42.50 for children under 12. The maximum rate for an unaccompanied spouse is \$85.00.

For each calendar day, the following Meals and Incidental Expenses (M&IE) rates apply:

Employee (or unaccompanied spouse)	\$30.00
Accompanying spouse and family members age 12 and over	\$22.50
Children under 12	\$15.00

Maximum lodging costs are:

Employee (or unaccompanied spouse)	\$55.00
Accompanying spouse and family members age 12 and over	\$41.25
Children under 12	\$27.50

The actual lodging costs, not to exceed the maximum, are added to the calculated M&IE allowance each day. Retain all lodging receipts; credit card statements are not considered receipts. See the attached example for help in calculating these expenses.

No per diem will be paid for travel of 12 hours or less.

If you are traveling to the new duty station in your personal vehicle, the

maximum per diem allowance will be based on the total distance and computed travel time to the new duty station at a minimum average driving distance of 350 miles per calendar day.

Exceptions to the daily minimum driving distance may be made by the Service when travel between the old and new stations is delayed for reasons clearly beyond the control of the traveler. (Acceptable causes for these delays might include such things as acts of God, or transporting a physically handicapped employee.)

If you experience necessary delays en route, you must provide a statement on your reimbursement voucher fully explaining the circumstances. The authorizing official must approve exceptions to the minimum driving distance. Automobile breakdown is not considered a sufficient cause to waive the minimum driving distance.

If you are authorized to take annual leave in conjunction with travel to your new station, you may not receive per diem during those periods. However, per diem may be allowed during holidays and weekends, provided you maintain the minimum average driving distance of 350 miles per day. For example, if your old and new duty stations are 1,000 miles apart, you would be entitled to two and a half days of M&IE with this itinerary:

■ Monday-departed residence; drove 500 miles; 3/4 day per diem.

■ Tuesday-holiday; did not travel; one-day M&IE and lodging.

■ Wednesday-drove 500 miles; arrived new residence; 3/4 day per diem.

See example of en route voucher computations following this chapter.

III. Temporary Quarters—41 CFR 302-5

Temporary quarters refers to any private or commercial lodging that you occupy temporarily after you have vacated your residence at your old duty station. Reimbursement for temporary quarters M&IE is not allowed if you stay in your permanent residence after your household goods are picked up or delivered.

If temporary quarters are in a private residence, you cannot claim lodging costs unless you are able to show that your host has incurred actual additional costs. You must identify the location and type of

quarters that you occupy, even if no lodging costs are incurred.

Expenses for temporary quarters that ultimately become your permanent residence may be allowed if, in the Service's judgment, your initial intention was to occupy the quarters temporarily. You will be required to provide documentation of that intent.

In some cases, you may not be able to occupy the temporary quarters for a consecutive period. The period of occupancy might be interrupted for travel between the old and new duty stations, or to perform official business, e.g., handling an intervening temporary duty assignment. In these cases, the number of calendar days authorized for temporary quarters will not be affected, but your days may not be consecutive. However, if your family is occupying temporary quarters, days will continue to run consecutively. Also, note that days on annual leave do not constitute a break in temporary quarters. If you have been authorized to take a house hunting trip, your temporary quarters reimbursement may be reduced by the number of calendar days of the house hunting trip.

You may begin to use temporary quarters as soon as your transfer has been authorized, the Employment Agreement has been completed and the Travel Authorization processed. In order to be eligible for the temporary quarters allowance, your claim must begin either within 30 calendar days after you report for duty at your new station or within 30 calendar days from the date your family vacated your residence at your old station. However, the claim may not extend beyond the maximum time authorized for beginning the travel and transportation (2 years under normal circumstances). When you occupy temporary quarters for less than a whole day, it will count as a full calendar day of your eligibility period.

Lodging occupied within a 50-mile radius of either the old or new duty station is considered temporary quarters rather than en route.

En route status ends as soon as the employee reaches the new duty station. All per diem expenses incurred at the new duty station may be claimed as temporary quarters subsistence expenses.

The temporary quarters period begins when either you or any member of your

immediate family begins to occupy the temporary quarters. Temporary quarters may be occupied at the old duty station, the new duty station, or both; however, the time period runs concurrently for the employee and all members of the immediate family. For instance, if you begin occupying temporary quarters at the new station on July 15, that is considered day 1. If your family vacates the old residence and occupies temporary quarters at the old station on July 20, that is considered day 6 for both you and your family.

The period of eligibility stops when you or any member of your immediate family occupies a permanent residence at the new duty station or when the authorized period of time expires, whichever happens first. Dual lodgings for temporary quarters and temporary duty is payable when appropriate and unavoidable.

Temporary quarters are not allowable:

- when the new official duty station is located in a foreign area;
- in locations other than the old or new official station unless justified by special circumstances that are reasonably related to and are a consequence of the transfer; and
- if the distance between your old and new official station is less than 40 miles apart.

There are two methods for authorizing reimbursement of temporary quarters subsistence expenses; standard CONUS rate method and fixed rate method. Once temporary quarters has commenced the method selected cannot be changed.

Standard CONUS Rate Method

The maximum allowable when using this method is calculated by using the Standard CONUS Rate. The temporary quarters allowance is intended to cover only *actual* expenses incurred for meals (including groceries consumed during your stay in temporary quarters), lodging fees, tips for meals and lodging, laundry, and cleaning and pressing of clothing. You may not be reimbursed for any local transportation expenses while occupying temporary quarters, (rental car; mileage, taxi, etc.). Pet expenses are not reimbursable.

To be reimbursed for temporary quarters expenses, you will need to itemize the actual amounts spent daily for lodging,

meals, and other allowable expenses on the form entitled "Employee and Immediate Family Subsistence Expenses While Occupying Temporary Quarters" (Attachment 6). You must obtain all lodging receipts. All receipts for expenses more than \$75 must be submitted with your travel voucher. When coin operated facilities are used, please note this on Attachment 6.

Attachment 6 must be completely filled out, including all of the totals. Repetitive meals/daily totals claimed, based upon maximum allowable daily subsistence rates, are not actual expenses and will not be reimbursed.

The daily maximum reimbursement allowed while occupying temporary quarters within the continental U.S. (CONUS) is as follows:

First 30 calendar days:

	<i>M&IE</i>	<i>Lodging</i>
Employee	\$30.00	\$55.00
Spouse with employee	22.50	41.25
Spouse without employee	30.00	55.00
Children (12 and over)	22.50	41.25
Children (under 12)	15.00	27.50

Second 30 calendar days and any additional days:

	<i>M&IE</i>	<i>Lodging</i>
Employee	\$22.50	\$41.25
Spouse with employee	15.00	27.50
Spouse without employee	22.50	41.25
Children (12 and over)	15.00	27.50
Children (under 12)	12.00	22.00

Often your temporary quarters will include separate charges for utilities (phone, cable, furniture rental, trash, etc.) in addition to rent. Since these periods of service may overlap the usual 30-day increment claim, all utility-type charges should be claimed with your last temporary quarters voucher on Attachment 6A.

If you spend less than the maximum allowed for lodging, you may not apply the "savings" to the M&IE category. For example, if your lodging costs \$15.00 per night, you may not be reimbursed \$70.00 for daily average meal and incidental costs (\$85 daily total minus \$15 lodging costs).

If circumstances warrant, you may be authorized up to 60 consecutive calendar days for you and members of your immediate family while occupying temporary quarters. *An additional 60 calendar days may be authorized where there is a demonstrated need resulting from circumstances beyond the employee's control. The Regional Director may authorize the additional time in 30-day increments via written request.* However, the total time in temporary quarters may not exceed 120 days.

Refer to the example of Attachment 6.

Fixed Rate Method

The number of days authorized under this method is limited to a maximum of 30 days. The allowance is calculated by taking the number of days times .75 of the locality per diem rate at the new official duty station for the employee. To calculate for each additional family member, the number of days is multiplied times .25 of the same per diem rate. Refer to Attachment 6B.

IV. Transportation and Temporary Storage of Household Goods—41 CFR 302-8

The reimbursement for shipment of household goods may be authorized in one of two ways, the Government Bill of Lading (GBL), or self shipment (rental van/truck).

The maximum weight allowance for household effects is 18,000 pounds. You will have to pay for any shipping and storage charges in excess of the 18,000 pound limit. Temporary storage over 30 days and non-temporary storage are taxable expenses. When payment is paid to a third party (van line or storage company), the NBC reports the taxable portion to PAY/PERS. An adjustment to the employee's net salary should be expected within one to four pay periods following the date the NBC processes the payment.

If you feel you may be over the maximum weight of 18,000 pounds due to professional books and/or materials, please notify your Regional PCS

Attachment 6

SAMPLE FORM -- (Does not need to be TYPED).					NAME OF EMPLOYEE: John C. Someone					
EMPLOYEE and IMMEDIATE FAMILY SUBSISTENCE EXPENSES WHILE OCCUPYING TEMPORARY QUARTERS					Per Diem in Travel Status Ended:					
					Date: 9/14/97 Time: 2:00 AM / PM					
					Entered Temporary Quarters Date: 9/14/97 Time: 2:00 AM / PM					
						Vacated Temporary Quarters Date: 10/12/97 Time: 9:00 AM / PM				
DAY #	DATE 19__	COST OF MEALS			FEES & TIPS	COST OF GROCERIES	LAUNDRY AND DRY CLEANING	TOTAL	COST OF LODGING	TOTAL EXPENSES FOR THE DAY
		BREAK- FAST	LUNCH	DINNER						
1	9/14			\$7.95	\$1.50			\$9.45	\$41.50	\$50.95
2	9/15	\$2.40	\$3.65	\$5.05				\$11.10	\$41.50	\$52.60
3	9/16	\$4.25		\$8.50	\$1.50			\$14.25	\$41.50	\$55.75
4	9/17		\$4.75	\$5.12			\$6.00	\$15.87	\$41.50	\$57.37
5	9/18		\$4.40	\$9.22	\$2.00			\$15.62	\$41.50	\$57.12
6	9/19	\$3.55				\$48.46		\$52.01	\$41.50	\$93.51
7	9/20		\$4.25					\$4.25	\$41.50	\$45.75
8	9/21		\$4.77					\$4.77	\$41.50	\$46.27
9	9/22		\$5.12	\$8.14	\$1.50			\$14.76	\$41.50	\$56.26
10	9/23		\$3.14	\$4.25			\$4.75	\$12.14	\$41.50	\$53.64
11	9/24	\$2.59	\$6.42	\$7.97	\$3.25			\$20.23	\$41.50	\$61.73
12	9/25			\$7.14				\$7.14	\$41.50	\$48.64
13	9/26			\$4.25	\$6.20			\$10.45	\$41.50	\$51.95
14	9/27	\$3.59	\$3.95					\$7.54	\$41.50	\$49.04
15	9/28		\$5.90	\$6.05	\$2.50			\$14.45	\$41.50	\$55.95
16	9/29			\$7.99			\$7.50	\$15.49	\$41.50	\$56.99
17	9/30	\$4.21		\$7.16				\$11.37	\$41.50	\$52.87
18	10/1		\$6.00	\$7.27	\$1.25	\$82.50		\$97.02	\$22.25	\$119.27
19	10/2		\$3.50					\$3.50	\$22.25	\$25.75
20	10/3		\$7.07					\$7.07	\$22.25	\$29.32
21	10/4		\$5.25	\$6.52		\$78.77		\$90.54	\$22.25	\$112.79
22	10/5	\$5.25	\$3.90					\$9.15	\$22.25	\$31.40
23	10/6		\$4.85					\$4.85	\$22.25	\$27.10
24	10/7		\$4.12					\$4.12	\$22.25	\$26.37

DAY #	DATE 19__	COST OF MEALS			FEES & TIPS	COST OF GROCERIES	LAUNDRY AND DRY CLEANING	TOTAL	COST OF LODGING	TOTAL EXPENSES FOR THE DAY
		BREAK-FAST	LUNCH	DINNER						
25	10/8							\$0.00	\$22.25	\$22.25
26	10/9			\$8.50	\$2.00			\$10.50	\$22.25	\$32.75
27	10/10					\$5.75		\$5.75	\$22.25	\$28.00
28	10/11						\$3.50	\$3.50	\$0.00	\$3.50
29										
30										
									Actual Expenses TOTAL	\$1,404.89

NOTE: TQ M&IE may never duplicate TDY M&IE. Please indicate below any TDY performed during dates of TQ claimed:

Dates of TDY	Voucher No. #
_____	_____
_____	_____
_____	_____

INSTRUCTIONS

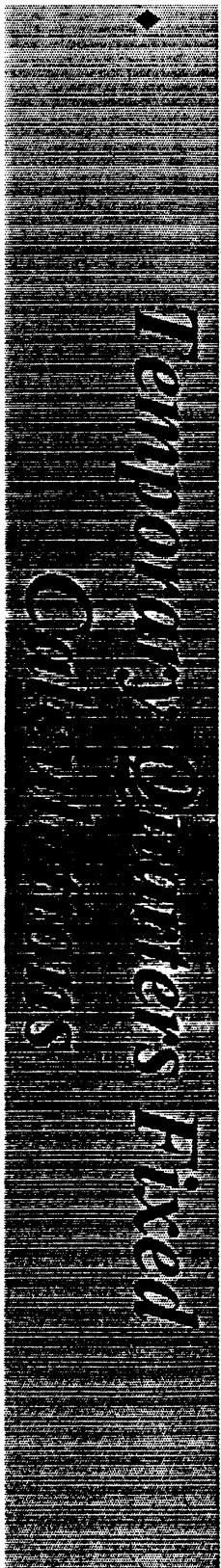
1) Eligibility Conditions and Limitations. Subsistence expenses of employee, for whom a permanent change of station is authorized or approved, and each eligible member of the immediate family for a period of not more than sixty (60) days, (additional sixty (60) days may be allowed when justified) while necessarily occupying temporary quarters. Use of temporary quarters must begin within thirty (30) days after date employee reports for duty at new official station, or if not begun during this period, then not later than thirty (30) days from date family vacates residence at old station, but not beyond the maximum time for beginning allowable travel and transportation. Time begins from date employee, spouse or any member of immediate family occupies such quarters and shall run concurrently.

2) Allowable items. Reimbursement is allowed only for actual and necessary subsistence expenses incurred which are directly related to occupancy of temporary quarters and are reasonable as to amount and duration. Allowable subsistence

expenses include only charges for meals, lodging, fees and tips incident thereto, laundry, cleaning and pressing of clothing. Expenses for local transportation incurred for any purpose during occupancy of temporary quarters will not be allowed. Amounts claimed for lodging must be supported by receipts. In addition, receipts are required for allowable cash expenditures in excess of \$75 (301-11.3(c)). Vouchers must be submitted every 30 days at a minimum.

3) Limitations. Reimbursements for occupancy of temporary quarters are allowable for actual subsistence expenses incurred, as defined above, but not in excess of amounts derived from applying the basic formula to the per diem rate afforded by the tabulations for each 30-day period that temporary quarters are necessarily occupied.

A separate form must be prepared for each 30-day period for which reimbursement is being claimed.



Employee Only

Number of Days x .75 of Locality Per Diem Rate

Denver, CO.

$\$92 + \$34 = \$126$

$\$126 @ .75 = \94.50

$\$94.50 \times 30 \text{ days} = \$2,835$

. TOTAL PER DIEM

Each Additional Family Member

Number of Days x .25 of Locality Per Diem Rate

Denver, CO

$\$92 + \$34 = \$126$

$\$126 @ .25 = \31.50

$\$31.50 \times 30 \text{ days} = \945

TOTAL PER DIEM

MAXIMUM ALLOWABLE NOT TO EXCEED 30 DAYS

Coordinator prior to pickup of your household goods. This is an additional expense from the shipment of household goods that must be weighed separately and approved in advance of shipment.

Household goods may be shipped in one of two ways:

1. Government Bill of Lading (GBL) Method.

Under this method, the Contracting and General Services Office will issue a GBL to a commercial carrier that will, in turn, contact you to arrange your move. Under this method, the Government, not the employee, is considered the shipper. The carrier will pack, ship, store, deliver, and unpack your goods. The commercial carrier will be paid directly by the NBC. (The GBL method is required for shipments to/from and within OCONUS areas, which includes Alaska, Puerto Rico and Hawaii.)

2. Self Shipment Method.

Under this method the employee transports his/her own household goods. Weight certificates are required. You *must* obtain these from the nearest weigh station *before and after* loading the vehicle.

Employees who choose to move themselves must first obtain, through their Regional Finance Office, a comparison of what the move would have cost if handled by a commercial carrier. This is necessary to determine the rate to be used in fixing the maximum dollar amount reimbursable to the employee by the Government. Employees who move themselves will be reimbursed only for their actual moving expenses, not to exceed the cost that would have been incurred by the Government if the lowest-cost commercial carrier had been used. Examples of actual costs that are reimbursable include, but are not limited to: truck rental, material handling equipment, packaging materials, gasoline, toll charges, etc. *Rental vehicle insurance is not reimbursable.*

Types of Property Transportable at Government Expense

Mobile Homes. All types of house trailers and mobile dwellings used as actual residences at the time of transfer and designed to be moved, either by being self-propelled or towed, are eligible for mileage reimbursement. In lieu of a mileage reimbursement, these units may be moved via a GBL at your request.

Allowable costs include transportation expenses and the following preparation costs: blocking and unblocking; anchoring and unanchoring; and labor for skirting, separating and sealing sections. The purchase of tires or other material is not reimbursable. See Section VI or contact your Regional Finance Office regarding other related expenses.

Household Goods and Personal Effects.

For personal property to be moved at Government expense, it must consist of goods that can be transported legally in interstate commerce, and that belong to a transferee and his/her immediate family at the time shipment or storage begins. The term "household goods" includes household furnishings, equipment, clothing, books, snowmobiles, and vehicles with two or three wheels, such as motorcycles, mopeds, and golf carts.

Charges by the shipper for the disassembly/assembly of large items (swing sets, pool tables, waterbeds) are an allowable Miscellaneous Expense (see Chapter VI of this guide) but are not an allowable transportation expense. If your shipment is via a Government Bill of Lading and you claim the lump sum miscellaneous allowance, you will be billed by the Finance Center for these services. Carriers charge by the hour for this extra labor; if you own items of this nature you may want to consider assembling and disassembling them yourself.

Property Not Transportable at Government Expense

Property that you intend to sell or otherwise dispose of, or any property intended for use in conducting a business or other commercial enterprise, is not transportable at Government expense. Other examples of items not transportable at Government expense include: motorized vehicles not listed above, mobile homes not used as a residence, camper trailers, animals, liquor, boats of all types (including canoes), boat trailers, airplanes, cordwood, building materials, and property belonging to any persons other than yourself or your immediate family. Extra pick-ups or drop-offs for personal convenience related to your PCS move are the employee's responsibility and the Finance Center will bill the employee for any charges.

Temporary Storage of Household Goods and Personal Effects

You are authorized to temporarily store your household goods for up to 90 days.

Authorization for an additional period of no longer than 90 days may be approved by the Regional Director under certain circumstances such as:

- an intervening temporary duty or long-term training assignment;
- the unavailability of suitable housing;
- serious illness of an employee or illness or death of a dependent; or
- other circumstances beyond your control.

Valuation (Insurance)

As of May 1, 1997, all domestic household goods shipments and unaccompanied air baggage are released at Full Value Protection (FVP) at no charge to the Government. There is no longer a Basic Depreciated Value option.

Valuation is the insurance either provided to or purchased by the transferee to cover the loss or damage to his/her household goods. There are two choices of insurance coverage.

1. FVP is provided by the carrier at no additional cost to the transferee. FVP provides full replacement value for individual items or covers the loss of the entire shipment at \$3.50/pound. (Example: 10,000 pounds would be replaced at a maximum of \$35,000).

2. Excess Full Value is provided at an additional cost to the transferee. This will provide coverage based on a dollar valuation of the transferee's household goods. The dollar valuation is estimated by the employee. An employee would elect excess full value should the employee wish to ensure full coverage in the event of the loss of the entire shipment. (Example: it would cost the carrier \$70,000 to replace the same 10,000 pounds in the above example, if that were the estimated value). See Attachment 15 for the rate schedule for pricing.

Insurance coverage is from the time of pick-up, during temporary storage through delivery and receipt by the transferee.

Claims

You must first resolve loss and damage claims with (a) the carrier, (b) the carrier's insurance company, and/or (c) the company furnishing insurance at your expense. If your claim cannot be satisfactorily resolved in this manner, a

completed form DI-570, Employee Claim for Loss/Damage to Personal Property (Attachment 10), should be submitted to the Regional Finance Office for forwarding to the Solicitor for a determination.

You have the responsibility to report and submit a claim in writing for any loss/damage discovered at the time of delivery or any loss/damage found after delivery. Any loss or damage that is not readily noticeable at the time of delivery, such as broken china or glassware in a carton that was not unpacked when goods were delivered, must be reported in writing, to the mover within 75 days of delivery. If it is not reported within 75 days, the burden of proof falls upon the transferee to show that the damage occurred during shipment/storage was caused by the carrier.

V. Real Estate Transactions and Unexpired Leases — 41 CFR 302-6

Once you are authorized to move, you may be reimbursed for certain real estate expenses. These include expenses you incur in connection with:

- the sale of your residence at your old official station;
- the purchase (including construction) of a dwelling at your new station;
- the settlement of an unexpired lease covering your residence at your old station; and
- a lot on which a house trailer that you use as your residence is located (old or new station).

To be eligible for reimbursement, the title to the residence at your old or new station (or the interest in a cooperative owned dwelling, or an unexpired lease) must be either in your name alone, in your name with one or more members of your immediate family, or solely in the name of one or more members of your immediate family. You must have acquired your interest in the property at your old station before the date you were first notified of your transfer, and at that time the dwelling must have been your actual residence. The settlement dates for the sale and purchase or lease termination transactions for which reimbursement is requested may not take place later than 2 years after the date on which you report for duty at your new official station. However, upon written request before the 2-year period is completed, an additional period of

time, not to exceed one year, may be authorized if circumstances warrant. Send your request through the Regional Finance Office for processing.

Reimbursable Expenses

Following is a general list of reimbursable expenses relating to the sale or purchase of a residence. (The reimbursement may not exceed amounts customarily paid in the locality of the residence):

- brokerage fees for the commission paid to a real estate agent for the sale of your former residence and fees for a listing service, if not included in the commission paid to the broker or real estate agent (sale only);
- advertising in the newspaper and/or other media when a direct sale is made without the services of a real estate agent (sale only);
- appraisal fee for establishing a suggested sales price for the residence;
- legal and related fees for (a) searching the title, preparing abstracts, and providing a title opinion, or (b) a title insurance policy where customarily furnished by the seller; costs of preparing conveyances, other instruments and contracts; related notary fees; cost of making surveys, preparing drawings or plats; recording fees and recording taxes, or other charges incidental to recordation;
- appraisal fee, when required for financing (purchase only);
- inspections as required by lender (pest and radon);
- credit report, when required for financing (purchase only);
- mortgage *title* insurance policy (as distinguished from a mortgage insurance policy held on the life of the borrower);
- cost for an owner's title insurance policy if required for financing or transfer of property;
- escrow agent's fee for closing a real estate transaction;
- State revenue stamps;
- transfer or mortgage taxes; and
- loan origination fee, generally limited to 1 percent (purchase only).

Non-reimbursable Costs and Limitations

In accordance with the real estate expenses provisions of the Federal Travel Regulations, the cost of insurance against damage or loss of property, maintenance and operating costs, and property taxes are not reimbursable. Mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable.

Notwithstanding the above, no fee, cost, charge, or expense such as underwriting fee, and tax service fee is reimbursable if it is determined to be part of the finance charge under the Truth in Lending Act, Title 1-Public Law 90-321.

In addition, the following limitations apply to real estate transactions.

- Sale of residence-allowable reimbursement expenses shall not exceed 10 percent of the actual sale price.
- Purchase of residence reimbursement shall not exceed 5 percent of the purchase price.

Settlement of an Unexpired Lease

Expenses incurred for settling an unexpired lease (including month-to-month rental) for the residence occupied by the employee at the old station may include broker's fees for obtaining a sublease or charges for advertising an unexpired lease. Such expenses are reimbursable when:

- the terms of the lease provide payment of settlement expenses;
- such expenses cannot be avoided by sublease or other arrangement;
- the employee has not contributed to the expense by failing to give lease termination notice promptly after having had definite knowledge of the transfer; and
- the broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

You must provide an itemized list of such expenses on the travel voucher and attach receipts and a copy of the lease.

Reimbursement for Real Estate Transactions

For reimbursement purposes, the following documentation must be submitted:

1. Travel voucher

2. “Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station” (Attachment 7).

3. Settlement Statement (HUD-1): You must submit the final executed/signed copy; preliminary statements cannot be substituted.

4. Purchase and/or Sales contract: You can not substitute Deeds of Trust.

5. Other: Receipts for all items paid outside of closing; e.g., appraisals, credit report, and attorney’s fees, if not listed on the HUD-1.

VI. Miscellaneous Expense Allowances — 41 CFR 302-3

The miscellaneous expense allowance is to reimburse transferred employees for various additional costs incurred as a result of moving from the old location to the new one.

You may claim this allowance as a flat rate reimbursement on your travel voucher without itemizing expenses or providing receipts. The flat rate is calculated as:

■ the lesser of \$350.00 or one weeks’ basic pay for an employee without an immediate family, or

■ the lesser of \$700.00 or two weeks’ basic pay for an employee with an immediate family.

Note: If the family travels separately from the employee, the family’s portion of the miscellaneous allowance is reimbursable only after the family has completed en route.

Or, you may choose to claim actual expenses, which must be supported by paid bills. The maximum limits are one week’s basic salary for an employee without family and two weeks’ basic salary for an employee with a family. The amount claimed may not exceed the maximum rate of GS-13 (step 10) basic salary for the periods noted.

Examples of costs covered under this allowance include:

■ disconnecting and connecting appliances, equipment, and utilities in permanent residences and the costs of converting appliances for operation on available utilities;

■ cutting and fitting rugs, draperies, and curtains moved from one residence to another;

■ forfeiture losses on medical, dental, and food locker contracts that are not transferable;

■ automobile registration, driver’s license, and use taxes imposed when bringing automobiles into some jurisdictions;

■ costs of disassembling/assembling swing sets, waterbeds, and other large household items; and

■ phone calls relating to real estate transactions.

Examples of costs not covered under this allowance include:

■ losses in selling or buying property;

■ cost of additional insurance on household goods while in transit;

■ additional costs of moving household goods caused by exceeding the maximum weight limitations;

■ costs of newly acquired items, such as the purchase or installation cost of new rugs or draperies;

■ higher income, real estate, sales, or other taxes as the result of establishing residence in the new locality;

■ fines imposed for traffic infractions while en route to the new duty station;

■ accident insurance premiums or liability costs incurred in connection with travel to the new duty station;

■ losses as the result of the sale or disposal of items of personal property not considered practicable to move;

■ damage or loss of clothing, luggage, or other personal effects while traveling to the new duty station;

■ medical expenses due to illness or injuries to you or to members of your

immediate family while en route to your new duty station or while living in temporary quarters; or

■ costs incurred in connection with structural alterations for the purpose of remodeling or modernizing of living quarters, garages, or other buildings, or the cost of replacing worn-out or defective appliances, or equipment shipped to your new location.

VII. Relocation Services — 41 CFR 302-12

Relocation services are available through Government contracted relocation companies to provide assistance to employees by:

■ making you an offer, and in essence, guaranteeing to purchase your home at your old station; and

■ offering some services at the new station for renters/buyers at no cost to you or the agency.

In order to use the guaranteed home sale service, you must list your house with a real estate agent prior to joining the relocation services program. Within 10 days of notification of transfer you must decide whether you will join the program. If you decline the service, that decision is final and may not be changed after the Travel Authorization has been issued. If you request the services, with an approved justification, you may delay initiating them for up to 9 months. If you choose to delay, you are responsible for contacting the Regional Finance Office when you want the services initiated.

If services have been initiated and you later decide not to use them after the purchase order has been issued, notify the Regional Finance Office. They will notify the contractor to terminate work and bill the Service for any charges incurred. You cannot be reimbursed for services subsequently incurred in the sale or purchase that were previously provided and paid for under the contract and purchase order: e.g.; appraisals, title search, etc.

If during the appraisal process or the 60-day acceptance waiting period you receive an offer from an outside party that is equal to or more than the Government-contracted company’s offer, the offer should be turned over to the relocation company. Bear in mind that if you should decide not to turn your offer over, and the offer falls through, this will automatically cancel your participation in the program, and you will not be

reimbursed for any fees the Service has incurred.

Note: The following exclusion clause must be present in the contract/agreement you enter into with a real estate broker:

The seller(s) hereby reserve the right (1) to sell the Property directly to (Contractor Name) at any time, and, in such event to cancel this listing agreement with no obligation for commission or continuation of listing hereafter; and (2) to turn over an acceptable written offer hereunder to (Contractor Name) for closing and payment of commission which shall be deemed earned and payable only upon closing of title.

It is extremely important that you keep your Regional Finance Office informed of the status of your house sale. For example, if you chose to use the relocation service but delayed initiation and in the meantime sold your house through a real estate agent, you must notify your Regional Finance Office so funds obligated for the relocation service can be canceled and used elsewhere.

Following is a brief summary of the relocation service eligibilities and processes. Clearly, this is a complex area, and it is possible that unique situations, not covered in our general guidance, may arise. If you have any questions about any of this process, raise them with your Regional Finance Office.

Non-eligible Properties:

- Non-insurable homes
- Mobile/Manufactured homes (whether or not affixed to real property owned by the employee)
- Cooperatives
- Contaminated homes-Urea foam formaldehyde insulation (UFFI), radon
- Houseboats
- Homes in which construction has not been completed
- Homes without foundations
- Homes with inadequate water or sanitary waste facilities
- Homes that cannot be financed (Federal or conventional)

■ Homes that do not comply with State and local codes

■ Employee-owned rental properties

Eligible Homes:

■ Primary residence owned and occupied by employee at the time of the initial official notification of transfer;

■ Must be the place from which transferee commutes to and from work on a daily basis;

■ Title must be vested in:

- Name of transferee alone
- Joint name of transferee and one or more members of immediate family (as defined in Section II)
- Solely in name of one or more members of transferee's immediate family, or
- Joint name of transferee and unrelated joint owner subject to pro rata reimbursement based on the percentage of ownership of the vended property.
- In the name of a separate accommodation party or parties as defined in FTR, Part 302-6.

■ Sale of excess acreage will be at the employee's expense. Excess acreage is land that does not "reasonably relate" to the residence site, as determined by the relocation company.

To Begin:

- The employee requests that guaranteed home sale services be initiated.
- The Regional Finance Office phones in the employee "order" to the company.

■ A purchase order is sent to the company.

■ Within 24 hours or at notification, the company contacts the employee, describes its services and explains the process.

■ Within 5 working days after contact with the employee, the company mails a relocation package. This package will contain materials pertaining to the program, confirmation of the phone conversation, an appraiser list, and a disclosure statement.

Appraisal Process:

Within 3 working days after receipt of the purchase order, the company will:

■ Contact the employee to discuss the appraisal process and provide the

employee with a list of qualified, certified appraisers.

If the contractor is unable to contact the employee within 5 working days of receipt of the order, the contractor will notify the appropriate Relocation Services Coordinator (RSC) to request assistance in contacting the employee and to adjust the schedule of future actions to reflect the delay. The RSC will make appropriate schedule adjustments if convinced of the good faith efforts on the part of the contractor to contact the employee.

■ Within 2 working days after receipt of the appraiser list, the employee shall choose two appraisers and one alternate in order of preference. Note: The employee may choose an appraiser who is not on the list; however, the appraiser must meet contract requirements.

■ Upon receipt of the disclosure statement and notification of the transferee's choice of appraisers, the company shall, within one working day, order two independent appraisals, a title search, and any known required inspections. Appraisal reports and any inspections requested by appraisers must be completed within 30 working days from the date of the appraiser selection. An extension of an additional 15 days may be granted if circumstances warrant. Delay in completion of a home inspection report is not an acceptable basis for delay of an appraisal or an offer.

The Appraisal:

■ Made on the property in an "as is" condition.

■ Will utilize Employee Relocation Council appraisal form.

■ Will be based on an analysis of market trends in the area, tempered with analytical judgment concerning the probable extent to which these trends will continue into the future. Factors taken into account by the appraiser are: movements of interest rates, seasonal lulls or peak selling periods, trends of market values, relationship of supply to demand and data concerning the overall economy in the area. Marketing time shall not be less than 120 calendar days and not more than 180 calendar days.

■ If there is a 5 percent or greater variance between the two appraised values, a third appraisal will be ordered.

- The employee may submit comparable sales for the appraisers' consideration.

Offer:

- Within 2 working days of completion of the appraisal process, the company will make the employee a verbal offer. This offer will be the average of the two appraisals or in the case of a third appraisal, the average of the two closest appraisals or the average of the three appraisals when the three appraisals vary equally.

- The written offer will be mailed to the employee along with copies of all appraisals, inspection reports and other pertinent information, within two working day of the verbal offer.

Appeal:

- A request to reevaluate the appraised value offer may be initiated by the employee. The request for reevaluation must be submitted by the employee within 30 calendar days from receipt of the written offer. Reevaluation should be completed within the 60-day acceptance period.

Acceptance:

- The employee has 60 days from the date of the verbal offer to accept or reject the company's appraised value offer or utilize the amended value offer option.

Acceptance of the Company's Appraised Value Offer:

- The employee signs the contract of sale, has it notarized, and returns it to the company.

Amended Value Sale:

An employee receiving an offer from an outside party may be eligible for an amended value program if the following procedures are followed:

- The employee may not sign a third-party offer or binder, accept earnest money, or accept a down payment on a home; and
- The exclusion clause must be in the listing agreement. The contractor will initiate a listing agreement with the broker and shall pay the commission to the broker if the sale to the potential outside buyer is completed.

The company will then determine whether:

- All contingencies are acceptable; and

- The offer will net a greater return than the company's offer.

If so, it will:

- Instruct the employee to change the company's contract of sale to the higher offer price; and
- Instruct the employee to send the company a properly executed amended contract of sale, unsigned third party offer, and other necessary documents.

Following receipt of the paperwork, the company will calculate and pay the equity to the employee, based on the amended value. The employee bears no risk if the sale falls through or if the original terms change. The company will bill the agency based upon the amended value offer. If the sale should fall through, the sale will revert to an appraised value sale and be billed accordingly.

Home Marketing Incentive Award Program

A transferred employee who successfully markets his/her home while participating in the third party relocation service program is eligible for an incentive award upon meeting the following conditions:

- The employee lists his/her residence with a realtor prior to enrollment in the relocation service (an exclusion clause must be in the real estate listing agreement that allows the employee to sell the residence to the relocation contractor).
- The employee enrolls his/her residence in the relocation service program.
- The employee finds a buyer for the home, but can not sign a contract with the potential buyer.
- The relocation service contractor determines the prospective buyer is qualified and made a bonafide offer.
- The employee transfers the residence to the relocation contractor.
- The Service pays a reduced fee (i.e., amended value fee) to the contractor. Should the sale fall through, there will be no entitlement to the incentive award.

Once the invoice has been received and sale of the residence to the new buyer (other than the relocation contractor) has been completed, the PCS Coordinator/contact person will contact the transferee. The transferee will be

required to submit a travel voucher to the PCS Coordinator/contact person to initiate payment of the incentive award.

The gross amount of the incentive payment will be reported to PAY/PERS for inclusion in the employee's taxable income. The incentive award will appear on the Leave and Earnings Statement approximately within two to four pay periods. Home marketing incentive payments are not covered by the withholding tax allowance (WTA) or the relocation income tax allowance (RITA).

In the event the offer from the potential buyer does not result in a completed sale at no fault to the contractor, the transaction will revert to the procedures of an appraised value sale for purposes of payment to the contractor, subject to the approval of the RSC. Approval will be granted in cases where in the judgment of the RSC, the terms and conditions of the ultimate sale are so different from those of the original offer, i.e., a significantly reduced purchase price, that it would be inequitable for the transaction to be treated as other than an appraised value sale for purposes of payment to the contractor. The contractor may then bill the Government for the difference between the amended value and the appraised value transaction. The appraised value fee will be applied to either the higher of the two brokers' market analyses or to the outside contract price, whichever is lower.

In such instances as referenced above, a Bill of Collection will be initiated by the appropriate RSC to the transferee who received a Home Marketing Incentive Payment.

Payment of Equity:

For property not vacated at the time of acceptance:

- The company will pay 95 percent of the equity within 5 working days after the company's receipt of acceptance and execution of the contract of sale by the contractor.
- The 5 percent balance will be paid to the employee within 5 working days of the date the property is vacated.

For property vacated at the time of acceptance:

- The payment will be 100 percent of equity within 5 working days after

receipt of the acceptance and execution of the contract of sale.

If the mortgage balance exceeds the accepted sales price, the employee must pay the contractor the deficit via certified check, wire transfer or cashier's check concurrent with the execution of sale.

Vacating Date:

■ The employee must vacate the property 45 calendar days after the day of acceptance.

■ The employee must maintain the property in the same condition as when it was appraised.

■ A representative of the contractor may inspect the property within three days of vacating the property.

■ The employee is responsible for carrying costs; i.e., mortgage, utilities, insurance, etc., until the vacate date.

■ The employee transfers title directly to the contractor at the time of acceptance or the vacating date, whichever is later.

Other services offered at no cost to you or the Government include:

■ Marketing assistance — at origin.

■ Renter assistance — at destination.

■ Buyer assistance — at destination.

■ Mortgage counseling — at destination.

Dual Benefits on a Real Estate Sale:

When an employee elects to use Relocation Services for the sale of residence, no additional expense may be reimbursed for the sale of that residence.

Relocation Services Contractors

Contract Period: October 1, 1997, through September 30, 2002

Associates Relocation Management-Contract Number GS-23F-9752H

<i>Home Value</i>	<i>Appraised</i>	<i>Amended</i>
\$ 0 — \$ 74,999	25.50%	15.00%
\$ 75,000 — \$149,999	22.47%	13.38%
\$150,000+	22.47%	13.38%

Cendant Mobility—Contract Number GS-23F-9762H

<i>Home Value</i>	<i>Appraised</i>	<i>Amended</i>
\$ 0 — \$ 39,999	\$15,543	\$9,326
\$ 40,000 — \$ 54,999	29.98%	15.80%
\$ 55,000 — \$ 74,999	29.98%	15.80%
\$ 75,000 — \$ 99,999	22.40%	13.26%
\$100,000 — \$149,999	22.40%	13.26%
\$150,000+	22.40%	13.26%

Prudential Relocation Management-Contract Number GS-23F-9734H

<i>Home Value</i>	<i>Appraised</i>	<i>Amended</i>
\$ 0 — \$ 39,999	22.90%	13.50%
\$ 40,000 — \$ 54,999	22.90%	13.50%
\$ 55,000 — \$ 74,999	22.90%	13.50%
\$ 75,000 — \$ 99,999	22.90%	13.50%
\$100,000 — \$149,999	22.90%	13.50%
\$150,000+	22.90%	13.50%

VIII. Reporting Moving Expenses for Tax Purposes

Employees who are relocating should be aware that the Internal Revenue Service considers the expenses and allowances listed below to be income. Those listed as non-taxable generally may be deducted when filing your taxes; those listed as taxable are generally not allowed as deductions for tax purposes. The NBC will deduct a flat 40 percent for tax withholding when processing travel vouchers with taxable moving expenses.

To deduct expenses incurred after December 31, 1993, your new main job location must be at least 50 miles farther from your former home than your old main job location. The following IRS Publications may be very useful to the relocating employee: -463 Travel, Entertainment, and Gift Expenses, -521 Moving Expenses, -525 Taxable and Nontaxable Changes, -553 Highlights of Current Tax Changes. These are generally found at an IRS Service Center, or may be ordered by calling the forms request line at 1-800-829-3676.

Taxable

- a. En route meals;
- b. En route mileage in excess of \$.10 per mile;
- c. Temporary storage of goods over 30 days;
- d. House hunting expenses;
- e. Non-temporary storage of goods;
- f. Temporary quarters expenses;
- g. Miscellaneous expenses allowance;

Note: Pricing is subject to change annually.

h. Real estate; and

i. Withholding Tax Allowance, and Relocation Income Tax Allowance.

All of the above expenses are included in the gross income reported on an employee's W-2 form for the tax year in which reimbursement is paid by the NBC.

Non-taxable

a. En route transportation and lodging;

b. En route mileage (the first \$.10 per mile)

c. Shipment of household goods and first 30 days of storage.

Employees should pay particular attention to Form 3-255, Reimbursable Expenses-Permanent Change of Station (Attachment 9) that the NBC processes with each applicable travel voucher or Government Bill of Lading. This form contains the amounts of allowable moving expenses that will be included in an employee's annual earnings as reimbursements reported as taxable wages. It is important that employees retain these forms for tax records.

The NBC also provides a copy of Form 3-255 to the Departmental PAY/PERS Office. PAY/PERS will adjust the tax withheld reported by the NBC (line 18 of Form 3-255), depending on the employee's State tax rate, number of dependents claimed, etc. This adjustment may result in a slight change (higher or lower) of the net salary check. The moving expense reimbursements will be reflected on the employee's Leave and Earnings Statement. This will be reflected one or two pay periods after the NBC processes the travel voucher.

Relocation Services

Relocation services apply to employees that choose to have their home purchased under the Service's Relocation Services Program. Expenses paid by the NBC to relocation companies are not reported as taxable income.

IX. Withholding Tax Allowance and Relocation Income Tax Allowance— 41 CFR 302-11

The Withholding Tax Allowance (WTA) and Relocation Income Tax Allowance (RITA) are allowances established to assist employees with the additional Federal, State or local income tax liability incurred because of the move.

These allowances were developed by the General Services Administration in conjunction with the Internal Revenue Service. They are based on the assumption that relocated employees will itemize their deductions, rather than take the standard deduction, on their tax returns. It is a good idea to consult IRS publications or a professional tax advisor to determine how your own move affects your taxes.

Calculation of the WTA

WTA is added in as an additional line item to the travel voucher and is processed as taxable income.

Example: Temporary Quarters and Miscellaneous Expense Travel Voucher

	<i>Taxable</i>
En Route Meals	
En Route Mileage >\$.10 per mile	
House Hunting Expenses	
House Hunting Transportation (GTR/Corp.)	
Temporary Quarters	\$1,000.00
Real Estate	
Miscellaneous Expenses	\$ 700.00
HHG Storage Over 30 Days	
<hr/>	
Subtotal	\$1,700.00
<hr/>	
Withholding Tax Allowance (38.888% = 28%)	\$ 660.96
<hr/>	
Gross Taxable Income (Total)	\$2,360.96

The WTA is 38.888% of allowable taxable moving expenses as required for all employees. This WTA is added to the subtotal of taxable income deriving a total taxable income, which is included on your W-2 as wages, tips, and other compensation. Taxes are withheld from the travel voucher at 40% and adjusted on your Leave and Earnings Statement based upon the transferee's tax scenario within two to four pay periods.

Calculation of the RITA

The RITA is calculated the year after the NBC pays covered taxable moving expenses and WTAs. Each year the employee receives a payment of covered taxable moving expenses and WTA, the following year the employee *must* submit a RITA travel voucher.

The RITA is a final calculation to settle the WTA payment(s) made the previous year. It is used to determine whether the WTA is more than or less than the RITA

allowance. The NBC calculates the RITA based upon a formula developed by GSA/IRS. If the employee has been reimbursed more WTA than RITA allowance allows, the employee will receive a bill for the overpayment of WTA. If the employee has not received enough WTA for the moving expenses, the employee will receive a payment.

During the first few months of a calendar year, those employees who are required to file a RITA claim will be reminded to do so by their Regional Finance Office.

The claims must be submitted to the NBC by April 1.

To file a RITA claim, the following documents must be submitted to the NBC:

- A completed travel voucher (SF 1012) that has been signed by the employee and the approving official. Use the PCS Travel Authorization Number as the Document Control Number. The "Amount Claimed" block should be left blank (the NBC will calculate the entitlement amount). On the back of the form, enter "RITA claim covering calendar year 19__."
- RITA Certification Form (Attachment 8). This must be completed and signed by the employee (and spouse, if filing jointly).
- Copies of all W-2 forms and SE 1040 (self-employment) forms for the employee (also for the spouse, if filing jointly). Form 1099s are not applicable.
- A copy of your Travel Authorization (and amendments if, the cost structure is changed.)

Again, the RITA is reported as taxable income and is subject to tax withholding. Each employee will receive documentation from the NBC after the RITA voucher is processed. The payroll department is notified of increases/decreases to gross income.

X. Submitting a Travel Voucher

All claims for reimbursement of expenses related to your permanent change of station move must be submitted on a Travel Voucher (SF-1012). The Voucher Number must be the same as the Travel Authorization Number. Submit your voucher and supporting data (receipts and any other original documents) to the NBC. Keep copies of all documents submitted for your personal files. A

voucher should be submitted within 10 days after completion of any part of the move (e.g., house hunting, first 30 days in temporary quarters, etc.).

The voucher must contain the following information:

- date of departure and arrival at all points of travel, type of transportation used, names of all family members traveling, etc., for both the house hunting trip and travel en route to the new station. If travel time of arrival/ departure is done the same day, please provide the times;
- date and time occupancy of temporary quarters began and ended;
- date and time of any annual leave/TDY while in PCS status;
- amount claimed for house hunting trip, including per diem, airport parking, taxi, or rental car in vicinity of new duty station during house hunting trip;
- amount claimed for per diem en route to the new duty station;
- amount claimed for mileage of personal vehicle between the old and new stations;
- amount claimed for temporary quarters;
- amount claimed for sale/purchase of residence; and
- amount claimed for miscellaneous expenses.

The voucher must be supported by various forms and receipts in order to receive a reimbursement:

- lodging receipts for temporary quarters, house hunting and en route travel;
- receipts for airport parking, airfare, taxis, or rental cars;
- receipts for miscellaneous expenses if actual expenses are claimed in lieu of the standard \$350/\$700 allowance;
- Employee and Immediate Family Subsistence Expenses While Occupying Temporary Quarters (Attachment 6);
- Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or Both) of

Residence Upon Change of Official Station (Attachment 7), with
– sale contract (old residence);
– purchase contract (new residence); and
– closing statements relating to the sale and/or purchase of old or new residence including the HUD-1 settlement statement.

Submission of travel voucher for self shipment of household goods

■ Evidence showing points of origin and destination and the weight (weight certificates) of the goods must be submitted.

■ Itemized receipts for the rental vehicle and any miscellaneous costs (boxes, gas, etc.) are required.

Note: This voucher should not be filed until after the GBL has been paid, if both methods are used.

XI. Moves Outside the Conterminous United States — 41 CFR 302-1.12

Although most regulations are the same if you are moving outside the conterminous U.S., (OCONUS) highlighted below are the differences to be aware of:

■ All travel by privately owned vehicle outside the conterminous United States is 20¢ per mile, regardless of the number of occupants in the vehicle. Use of a second privately owned vehicle may be authorized if circumstances warrant (refer to page 3 of this handbook). Private vehicles must be driven when feasible (even for part of the distance) when hard-surface, all-weather highways are available. Regular permanent change of station mileage rates are in effect while driving in the United States.

■ En route travel per diem outside of the conterminous United States is calculated under the “lodgings plus” method; the location of lodging each night determines the M&IE rate and maximum lodging allowance for the employee or unaccompanied spouse. The maximum rates are reduced to 3/4 for the accompanying spouse and children aged 12 and over, and to 1/2 for children under 12. The standard domestic rate is in effect while traveling in the conterminous United States.

■ Temporary quarters rates outside of the conterminous United States shall be the rate in effect where you are.

■ Household goods must be shipped via Government Bill of Lading.

■ In addition to driving a privately owned vehicle for en route travel, shipment of a second privately owned vehicle may also be authorized if it is determined to be in the interest of the government.

■ Additional forms needed for moves outside the conterminous United States will be provided by your Regional Finance office.

■ House hunting trips are not authorized for moves outside the United States.

Shipment of Personally Owned Vehicle Outside CONUS

Transportation of a POV outside the conterminous United States is allowable upon determining it is in the interest of the Government based on the following factors:

■ If local conditions at the employee’s post of duty warrant use of a POV;

■ If the use of the POV will contribute to the employee’s effectiveness on the job;

■ Whether use of a POV of the type involved will be suitable under local conditions at the post of duty;

■ If the cost of transporting the POV to and from the post of duty would be excessive, considering the time the employee has agreed to serve at the post of duty.

Shipment of a POV back to the conterminous United States may be authorized when:

■ It has been determined that the use of a POV at your post of duty was in the interest of the Government;

■ You have a POV at your post of duty; and

■ You have completed your service agreement.

Transportation of your POV back to the conterminous United States may be disallowed if it has been determined the POV was purchased solely for the purpose of shipping and/or the POV was not needed at your post of duty.

XII. Permanent Change of Station Limitations for New Appointees — 41 CFR 302-1.10

Although the same regulations apply for new appointees, only the following allowances will be paid:

■ en route per diem for employee only;

- transportation for employee and family;
- shipment of household goods or mobile home;
- temporary storage of household goods; and
- shipment of POV, refer to Chapter II.

Expenses which cannot be authorized for reimbursement are:

- house hunting trip
- en route per diem for family;
- temporary quarters;
- miscellaneous expense allowance; and
- real estate expenses.

New appointees are not eligible for the WTA and RITA.

XIII. Two or More Family Members Employed — 41 CFR 302-1.8

When two or more employees are members of the same immediate family, the allowances authorized shall apply either to:

- each employee separately, in which case none of the employees are eligible for any allowance as a member of the family; or
- only one of the employees is authorized to move and the other employee is eligible for allowances solely as a member of the family.

When two or more employees of the same family elect separate allowances, non-employee members of the family can not receive duplicate allowances. For example: if a married couple who are both employees and have two children choose separate allowances, only one employee can claim both children as dependents on his/her travel authorization.

Employee Agreement

(Date)

I agree to accept the position of _____
(Title/Grade and Step)

in the Division or Office of _____

located in _____, U.S. Fish and
(City/Town) (State)

Wildlife Service. This transfer from my present position located at _____
(City/Town)

_____ will be effective on or about _____
(State) (Date)

In connection with this transfer, I hereby agree to remain in the Federal Government Service for 12 months following the effective date of transfer in consideration of payment by the Federal Government of relocation expenses as authorized in Title 5 of United States Code, Sections 5721-5733 and implementing regulations contained in the Federal Travel Regulations.

In the event that I fail to remain in the Federal Government Service for a period of 12 months following the effective date of my transfer, unless separated for reasons beyond my control and acceptable to the Service, I will repay the Service the total of any costs incurred and any excess amounts paid as a travel advance or withholding tax allowance as a result of this relocation.

Additionally, I am aware that a majority of my relocation entitlements are taxable and will be included in my gross income for the tax year in which reimbursement will be paid to me.

(Signature of Employee)

(1) Original - PCS File

(1) Original - NBC

Employee Agreement

(Date)

I agree to accept the position of _____
(Title/Grade and Step)

in the Division or Office of _____

located in _____, U.S. Fish and
(City/Town) (State)

Wildlife Service. This transfer from my present position located at _____
(City/Town)

_____ will be effective on or about _____.
(State) (Date)

In connection with this transfer, I hereby agree to remain in the Federal Government Service for 12 months following the effective date of transfer in consideration of payment by the Federal Government of relocation expenses as authorized in Title 5 of United States Code, Sections 5721-5733 and implementing regulations contained in the Federal Travel Regulations.

In the event that I fail to remain in the Federal Government Service for a period of 12 months following the effective date of my transfer, unless separated for reasons beyond my control and acceptable to the Service, I will repay the Service the total of any costs incurred and any excess amounts paid as a travel advance or withholding tax allowance as a result of this relocation.

Additionally, I am aware that a majority of my relocation entitlements are taxable and will be included in my gross income for the tax year in which reimbursement will be paid to me.

(Signature of Employee)

- (1) Original - PCS File
- (1) Original - NBC

Form 3-139

**U.S. DEPARTMENT OF THE INTERIOR
FISH and WILDLIFE SERVICE
EMPLOYEE RELOCATION ALLOWANCE DATA SHEET**

NAME OF EMPLOYEE:	EMPLOYEE'S PRESENT ADDRESS:
SSN:	HOME PHONE NO.:

TYPE OF PERSONNEL ACTION:	OFFICIAL DUTY STATION: PRESENT:	NEW:
Date:	Phone No.:	Phone No.:

NEW STATION NUMBER:	DATES OF TRAVEL: Beginning on or about:	Ending on or about:
ACCOUNT TO BE CHARGED:		

NAME	RELATIONSHIP	AGE	NAME	RELATIONSHIP	AGE

Allowances Authorized (Check all blanks that apply)

1. _____ Transportation of Employee/Family:
 _____ Common Carrier
 _____ House Hunting
 _____ Actual Travel
 _____ Government-Owned Conveyance

2. _____ Transportation of Employee/Family by Privately Owned Vehicle:
 _____ Employee only, or one member of family: _____ cents per mile
 _____ Employee and one member of family, or two members of family: _____ cents per mile
 _____ Employee and two members of family, or three members of family: _____ cents per mile
 _____ Employee and three or more members, or four or more members of family: _____ cents per mile
 _____ Other rate _____ (explain in Item 14)

NOTE: MINIMUM DRIVING DISTANCE IS 350 MILES PER DAY.

3. _____ Transportation of Employee/Family by more than one privately owned vehicle (explain in Item 14):

4. _____ Per Diem for Employee:
 _____ Overnight travel including lodging: \$ _____ per day
 _____ Travel of less than 24 hours not requiring lodging: \$ _____ per day
 _____ Maximum allowable outside continental United States.

5. _____ Per Diem for Family Members:
 _____ Spouse accompanying employee \$ _____ per day (3/4 of employee rate)
 _____ Spouse not accompanying employee: \$ _____ per day (full employee rate)
 _____ Other dependents age 12 or over: \$ _____ per day (3/4 of employee rate)
 _____ Other dependents under age 12: \$ _____ per day (1/2 of employee rate)

6.	Transportation and Temporary Storage of Household Goods up to 18,000 lbs. _____ Actual expenses (GBL provided by Budget and Finance) Estimated weight of HHG: _____ _____ Rental Vehicle Total storage days needed: _____	
7.	Transportation of Mobile Home in lieu of Household Goods (employee must sign certification below): I certify that the mobile home is for use as a residence for myself and/or my family at destination: <div style="text-align: right; margin-right: 100px;">_____</div> <div style="text-align: center;">(Signature of Employee)</div>	
8.	House Hunting Trip: _____ Standard CONUS _____ Fixed Rate _____ Locality Rate <i>NOTE: Fixed Rate must be specifically stated on Travel Authorization for the Employee or Spouse or Both.</i> _____ Per Diem for Employee: \$ _____ per day (not to exceed 10 days) Total number of days anticipated: _____ _____ Per Diem for spouse accompanying employee: \$ _____ per day _____ Per Diem for unaccompanying trip for spouse: \$ _____ per day (not to exceed 10 days) Total number of days anticipated: _____ _____ Rental vehicle. _____ POV, round trip mileage, plus local travel, not to exceed 50 miles	
9.	Temporary Quarters: _____ Standard CONUS _____ Fixed Rate (Maximum 30 Days) _____ Standard CONUS / Actual Expenses, up to _____ days not to exceed maximum daily rates as follows: _____ \$ _____ employee plus \$ _____ total for family members for first 30 days. _____ \$ _____ employee plus \$ _____ total for family members for second 30 days _____ Fixed Rate / Actual Expenses up to _____ days not to exceed maximum daily rates as follows: _____ Employee Only _____ Number of Days x .75 of Locality Per Diem Rate: \$ _____ _____ Each Additional Family Member _____ Number of Days x .25 of Locality Per Diem Rate: \$ _____	
10.	Miscellaneous Expenses: _____ \$350 - Employees without immediate family _____ \$700 - For employee with immediate family	
11.	Real Estate Expenses: _____ Selling Estimated Value of Home: \$ _____ _____ Buying Estimated Value of Purchase: \$ _____ _____ Relocation Services Contract: _____ Associates Relocation _____ Prudential Relocation _____ Cendant Mobility	
12.	Shipment of Personally Owned Vehicle (POV) within CONUS: (Issued under separate GBL from household goods).	
13.	Advance of Funds for Travel Expenses, Transportation and Temporary Storage of Household Goods or Mobile Home (unless by GBL), House hunting Trip and Temporary Quarters as authorized hereby, and as estimated and itemized on SF-1038, "Advance of Funds Application and Account."	
14.	Other Allowances, Explanations, etc.	
Requested by (Signature of Employee)		Date
Approved by (Signature of Program Official)		Date
Approved by (Signature of Authorizing Official)		Date

**U.S. DEPARTMENT OF THE INTERIOR
U.S. FISH and WILDLIFE SERVICE**

Computation Form for Employee Estimate of Total Relocation Costs and Travel Advances

Name of Employee: _____

Travel Authorization Number: _____

Object Class		Estimate of	Advance	Taxable
		Costs	Requested	
		To be completed by:		
		Budg & Fin	Employee	Budg & Fin
211D	M&IE en route: _____ days @ \$ _____	\$ _____	\$ _____	\$ _____
211D	Lodging en route: _____ days @ \$ _____	_____	_____	
211C	Transportation en route: _____ miles @ _____ cents per mile and/or air fare _____	_____	_____	_____
211V	Perdiem/ Househunting--Circle 1: CONUS / FIXED / LOCALITY _____ DAYS @ \$ _____	_____	_____	_____
211W	Transportation/househunting _____ miles @ _____ cents per mile: and/or airfare _____ and/or rental car _____	_____	_____	_____
1212	Temporary Quarters Allowance--Circle 1: CONUS / FIXED Conus: _____ days @ _____ 1st 30 days _____ days @ _____ 2nd 30 days Fixed: _____ days @ _____ 30 days	_____	_____	_____
1216	Miscellaneous Allowance	_____	U-HAUL	_____
224F	Shipment of Household Goods: _____ lbs/U-Haul	_____	_____	OVER 30
224G	Temporary storage of Household Goods: _____ days	_____	_____	_____
224L	Shipment of POV - Government Bill of Lading (GBL)	_____	_____	_____
1213	Real Estate	_____	_____	_____
1215	Relocation Income Tax Allowance (RITA) 38.888% of subtotal (Col C)	_____	_____	Subtotal:
TOTAL ESTIMATED COSTS (AMOUNT OBLIGATED)		\$ _____		
TOTAL ADVANCE REQUESTED			\$ _____	

ADVANCE OF FUNDS APPLICATION AND ACCOUNT	1. TYPE OF ADVANCE <input type="checkbox"/> CASH	2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT	3. NAME (Last, first, middle initial)		4. ACCOUNT NO.
	<input type="checkbox"/> CHECK	5. TELEPHONE NUMBER(S)		6. SOCIAL SECURITY ACCOUNT NO.	
In compliance with Privacy Act of 1974 the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, and E.O. 9397 of November 22, 1943. The primary purpose of the information is to facilitate the review, approval, accounting, and advancement of funds for travel and certain relocation allowance expenses to be incurred under appropriate administrative authorization. The requested information will be used by officers and employees of this agency who have a need for such information in the performance of their official duties. The information will be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, security clearances, or other investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited for use as an employee identification number. Disclosure of the requested information is voluntary; however, failure to provide the information required may result in delay or suspension of your advance of funds request.			7. DEPARTMENT OR ESTABLISHMENT	8. BUREAU, DIVISION OR OFFICE	
9. APPLICATION — (For completion by applicant)					
An advance of funds is hereby requested for travel and other expenses to be incurred by me.				e. BALANCE DUE U.S. FROM PREVIOUS ADVANCE	\$
a. UNDER AUTHORIZATION NUMBER		b. DATE OF AUTHORIZATION		f. AMOUNT HEREIN APPLIED FOR	\$
From		To			
c. TRAVEL PERIOD				g. TOTAL	\$
d. MAIL CHECK TO <input type="checkbox"/> OFFICE <input type="checkbox"/> RESIDENCE (Give address — number, street, city, State, ZIP code)				Note: Outstanding advances not fully recovered by deductions from reimbursement vouchers must be promptly repaid. When travel is canceled or indefinitely postponed, the full amount of any outstanding advance shall be repaid immediately.	
APPLICANT SIGN HERE				DATE	
SIGNATURE AND TITLE OF APPROVING OFFICIAL			DATE APPROVED	11. APPROPRIATION TO BE CHARGED	
10. APPROVAL					
12. REMARKS				13. CASH PAYMENT RECEIVED	DATE

STANDARD FORM 1021 (REV. 10-77)
 Prescribed by GSA, FPMR (41 CFR) 101-7

NOTE: Specify whether the Advance of Funds is to be issued by CHECK or EFT. You must provide an Address if by CHECK or complete Attachment 14 for EFT

Keep in mind, EFT for travel is a separate function from your EFT for PAYROLL Disbursement!

REQUEST FOR CONTRACTOR PROVIDED RELOCATION SERVICES

NAME: _____

OLD DUTY STATION ADDRESS: _____

OFFICE TELEPHONE NO: (OLD) () _____ (NEW) () _____

HOME TELEPHONE NO: () _____

ADDRESS OF HOME TO BE SOLD: _____

ESTIMATED VALUE OF HOME: \$ _____

EFFECTIVE DATE OF TRANSFER (Reporting Date at New Duty Station): _____

DATE EMPLOYEE AGREEMENT SIGNED: _____

I have been informed on the coverage of the relocation services which are available to me through a third party relocation contractor. I request the following services and understand that the fees paid to the contractor will void my entitlement to direct reimbursement of these fees.

_____ (653-1A) Home Sale Services - to be initiated on: _____
Date

I wish to delay initiation for the following reasons (if applicable):

Other Services I Wish to Utilize: (653-1B) _____ Home Marketing Assistance

(653-1C) _____ Destination Services (Rental Assistance, Buyer Assistance,
and Mortgage Counseling)

_____ I do not desire the services offered in the contract. This decision may not be changed upon issuance of the Travel Authorization.

I understand this request may not be changed at a later date to add additional services for which the Government incurs a cost. I also understand that I may request the contractor services be terminated at any time I desire.

The expenses and fees paid to the contractor for the services requested will be reimbursed to the Government if I fail to fulfill the requirements of my Service agreement.

Date

Signature

DAY	DATE	BREAK-	COST OF MEALS			FEES & TIPS	LAUNDRY AND DRY		COST OF LODGING	TOTAL EXPENSES FOR THE DAY
			FAST	LUNCH	DINNER		CLEANING	TOTAL		
#	19 ____									
22										
23										
24										
25										
26										
27										
28										
29										
30										

Actual
Expenses
TOTAL

NOTE: TQ M&IE may never duplicate TDY M&IE. Please indicate below any TDY performed during dates of TQ claimed:

Dates of TDY	Voucher No. #
_____	_____
_____	_____
_____	_____

INSTRUCTIONS

1) Eligibility Conditions and Limitations. Subsistence expenses of employee, for whom a permanent change of station is authorized or approved, and each eligible member of the immediate family for a period of not more than sixty (60) days, (additional sixty (60) days may be allowed when justified) while necessarily occupying temporary quarters. Use of temporary quarters must begin within thirty (30) days after date employee reports for duty at new official station, or if not begun during this period, then not later than thirty (30) days from date family vacates residence at old station, but not beyond the maximum time for beginning allowable travel and transportation. Time begins from date employee, spouse or any member of immediate family occupies such quarters and shall run concurrently.

2) Allowable items. Reimbursement is allowed only for actual and necessary subsistence expenses incurred which are directly related to occupancy of temporary quarters and are reasonable as to amount and duration. Allowable subsistence

expenses include only charges for meals, lodging, fees and tips incident thereto, laundry, cleaning and pressing of clothing. Expenses for local transportation incurred for any purpose during occupancy of temporary quarters will not be allowed. Amounts claimed for lodging must be supported by receipts. In addition, receipts are required for allowable cash expenditures in excess of \$75 (301-11.3(c)). Vouchers must be submitted every 30 days at a minimum.

3) Limitations. Reimbursements for occupancy of temporary quarters are allowable for actual subsistence expenses incurred, as defined above, but not in excess of amounts derived from applying the basic formula to the per diem rate afforded by the tabulations for each 30-day period that temporary quarters are necessarily occupied.

A separate form must be prepared for each 30-day period for which reimbursement is being claimed.

EMPLOYEE APPLICATION FOR REIMBURSEMENT OF EXPENSES INCURRED
UPON SALE OR PURCHASE OF RESIDENCE UPON CHANGE OF OFFICIAL STATION

I. Employee information

Name:	Mailing address:	Purchase _____ Sale _____
Sale	Purchase	
Complete address of residence:	Complete address of residence:	
Price:	Price:	
Date of closing or settlement:	Date of closing or settlement:	
Amount claimed:	Amount claimed:	

II. Employee certification:

SALE:

I hereby certify that the amount claimed in connection with the above sale represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer.

Signature of employee: _____ Date: _____

PURCHASE:

I hereby certify that the amount claimed in connection with the above purchase represents only amounts actually paid by me and that title to the property is in my name and/or a member of my immediate family and is my residence.

Signature of employee: _____ Date: _____

REFER TO: FTR 302-6.2d or the Employee on the Move Handbook for information.

THE FOLLOWING ITEMS ARE NOT REIMBURSABLE:

Processing fee	Home warranty or homeowner's association fee
Tax service fee	Cashier's check
Underwriting fee	General repairs and maintenance
Commitment fee	Document Preparation fee to the lender

EXPENSES INCURRED IN PURCHASE OR SALE OF A RESIDENCE

“P” is for purchase and “S” is for sale

P or S	REIMBURSABLE ITEMS:	Settlement statement line item	Amount incurred
S	Total sales commission - not to exceed 7% of the sale price Price _____ X _____ % = _____		\$
P	Loan origination fee - not to exceed 1% of the amount of the loan		\$
P/S	Appraisal		\$
P	Credit report		\$
P	Lenders inspection fee		\$
P	Flood certificate		\$
P/S	Settlement / closing fee		\$
P	Document preparation fee for title work		\$
P/S	Abstract or title search		\$
P/S	Title exam		\$
P/S	Title insurance: Purchase = Lender's coverage Sale = Owner's coverage Documentation of the specific lender's / owner's coverage premium is required, if not listed on the settlement statement.		\$
P/S	Survey		\$
P/S	Recording: Purchase = Deed + Mortgage Sale = Releases		\$
P/S	City / county / state stamps		\$
P/S	Sales / transfer taxes		\$
P/S	Pest inspection		\$
P	Inspections: Purchase (only if required by the lender)		\$
P/S	Attorney's fees		\$
P/S	Other incidental expenses:		\$
TOTAL EXPENSES CLAIMED			\$

RELOCATION INCOME TAX ALLOWANCE CERTIFICATION

This certification must be attached to SF 1012 (Travel Voucher) and accompanied by related W-2's for you and your spouse and related travel authorization. If self-employed, attach necessary income tax form(s) SE 1040 or Schedule C.

NAME:	
REPORTING DATE:	
DUTY STATION: (list city and state)	
Office Phone No.:	Home Phone No.:

I certify that the following information has been or will be shown on the income tax returns filed for the tax year 19_____.

- ◆ Federal Tax Filing Status:
 Check one: () Single
 () Married Filing Joint Return
 () Head of Household
 () Married Filing Separate Return
 () Qualified Widow (er) with Dependent Children

- ◆ Gross compensation as shown on the attached Form(s) W-2 for the tax year and/or net earnings (or loss) from self-employment income shown on Schedule SE 1040.

FORM	ALL W-2's for current year	All Schedule SE(s) for current year
Employee	\$	\$
Spouse	\$	\$
Total Gross Compensation	\$	\$

- ◆ If above total gross compensation is less than \$20,000.00, include the state marginal tax rate _____.

- ◆ If you incur local or county taxes, specifically related to moving to the new duty station provide the marginal city or county tax rate

City _____
County _____

Please specify which city or county _____

- ◆ Please verify that your new job location is at least 50 miles farther from your former residence than your old job location was from your former residence?

() YES or () NO

To verify the IRS distance test, please use the following example.

If your old job was 3 miles from your former home, your new job must be at least 53 miles from that former home.

The above information is true and accurate to the best of my (our) knowledge. I (We) agree to notify the Denver Administrative Service Center of any changes to the above (i.e., from amended tax returns, tax audits, etc.) so that appropriate adjustment to the RITA can be made. The required supporting documents (W-2's and Schedule SE) are attached. Additional documentation will be furnished if requested.

I (We) further agree that if the 12 month service agreement is violated, the total amount of the RITA will become a debt due the United States Government and will be repaid immediately. The finance officer is authorized to offset this debt against all salary or other payments due me (us).

IF EMPLOYEE AND SPOUSE FILED A JOINT RETURN, BOTH MUST SIGN BELOW

Employee's Signature _____ Date _____

Spouse's Signature _____ Date _____

To:	Date: January 19, 2000
Social Security Number:	New Duty Station:
From: FWS / National Business Center	Voucher Number:

Subject: Permanent Change of Station Summary of Expenses Reimbursed

	(A) NON-TAXABLE	(B) TAXABLE	(C) REIMBURSABLE
1. En route transportation paid by GTR/Government credit card			
2. En route lodging			
3. En route transportation			
4. HHG - Transport and 1st 30 days storage / Shipment of POV			
TOTAL - lines 1-4		TOTAL - lines 2-4	

5. En route mileage > ten cents per mile			
6. En route meals			
7. House hunting expenses			
8. House hunting transportation paid by GTR / Government credit card			
9. Temporary quarters			
10. Real estate			
11. Miscellaneous expense			
12. HHG storage over 30 days			
SUBTOTAL (B)			
14. Withholding tax allowance (WTA-38.888%)			
TOTAL (B) & (C)			

LESS: TAXES WITHHELD (40%)	
LESS: TRAVEL ADVANCE	
PAYMENT TO (OR ON BEHALF OF) EMPLOYEE	

PAYROLL INFORMATION

Taxable reimbursement reportable as wages: Line 15, Column B	
Total tax withheld this voucher: Line 16	

UNITED STATES
DEPARTMENT OF THE INTERIOR

**EMPLOYEE CLAIM FOR LOSS
OR DAMAGE TO PERSONAL PROPERTY
(P.L. 88-558)**

INSTRUCTIONS: Submit in triplicate. Please type.

Name of Claimant			Address of Claimant		
Bureau or Office	City	Telephone No.			
Location of loss or damage			Date of loss or damage	Total amount of claim	

DESCRIPTION OF PROPERTY (Attach supplemental sheet, if necessary)

Itemized Listing	Date Acquired	Purchase Price or Value	Value When Lost	Estimated Repair Cost

Claim is for Loss Damage (check one) Please give brief statement of circumstances:

Was property insured? Yes No (if "Yes", give name of insurer and itemized amount collected)

CRIMINAL PENALTY FOR PRESENTING A FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS: Fine of not more than \$10,000 or imprisonment for not more than 5 years, or both (See 62 Stat. 698, 749; 18 U.S.C. 287, 1001).

CIVIL PENALTY FOR PRESENTING A FRAUDULENT CLAIM: The claimant shall forfeit and pay to the United States the sum of \$2,000, plus double the amount of damages sustained by the United States (see R.S. Sec. 3490, 5438; U.S.C. 231).

I make this claim with full knowledge of the penalties for willfully making a false claim, and certify that I am entitled to any payments.

Date _____ If claimant is not owner, state relationship _____ Signature of Claimant _____

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE		2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO. 4. SCHEDULE NO.	
TRAVELER (PAYEE)	5. a. NAME (Last, first, middle initial)			b. SOCIAL SECURITY NO.		6. PERIOD OF TRAVEL a. FROM _____ b. TO _____	
	c. MAILING ADDRESS (Include ZIP Code)			d. OFFICE TELEPHONE NO.		7. TRAVEL AUTHORIZATION a. NUMBER(S) _____ b. DATE(S) _____	
	e. PRESENT DUTY STATION			f. RESIDENCE (City and State)		10. CHECK NO.	
8. TRAVEL ADVANCE a. Outstanding _____ b. Amount to be applied _____ c. Amount due Government (Attached: <input type="checkbox"/> Check <input type="checkbox"/> Cash) d. Balance outstanding _____				9. CASH PAYMENT RECEIPT a. DATE RECEIVED _____ b. AMOUNT RECEIVED \$ _____ c. PAYEE'S SIGNATURE _____		11. PAID BY	
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH <i>(List by number below and attach passenger coupon; if cash is used show claim on reverse side.)</i>		I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ <i>Traveler's Initials</i>					
		AGENT'S VALUATION OF TICKET <i>(a)</i>	ISSUING CARRIER <i>(Initials)</i> (b)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS <i>(c)</i>	DATE ISSUED <i>(d)</i>	POINTS OF TRAVEL	
						FROM <i>(e)</i>	TO <i>(f)</i>
Empty space for listing transportation requests							
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.							
TRAVELER SIGN HERE ▶				DATE _____		AMOUNT CLAIMED ▶ \$ _____	
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).							
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)					17. FOR FINANCE OFFICE USE ONLY COMPUTATION		
APPROVING OFFICIAL SIGN HERE ▶					a. DIFFERENCES, IF ANY (Explain and show amount) _____		
DATE _____					b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION \$ _____		
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION a. VOUCHER NO. _____ b. D.O. SYMBOL _____ c. MONTH & YEAR _____					Certifier's initials: _____		
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT					c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol): \$ _____		
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶					DATE _____		
18. ACCOUNTING CLASSIFICATION					d. NET TO TRAVELER ▶ \$ _____		

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Col. (d) Show amount incurred for each meal, including tax and tips, and daily total meal cost.

(h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals)

(i) Complete for per diem and actual expense travel.

(j) Show total subsistence expense incurred for actual expense travel.

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

(n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE 19 ____	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE:		AMOUNT CLAIMED			
			BREAK-FAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	NO. OF MILES (k)	MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)		
SUBTOTALS ▲															
TOTALS ▲															

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57, as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

TOTAL AMOUNT CLAIMED ▲

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

U.S. Department of the Interior
Fish and Wildlife Service

Notice of Action Taken

Voucher No.			
Voucher Identification: Shipment of Household Goods via GBL			
Amount Claimed	Suspended	Disallowed	Allowed
Tax Withheld	Applied to Tvl Adv	Other	Amount of Check

EXPLANATION No withholding tax allowance (WTA) is calculated and no tax is withheld when payments are made to a third party on the employee's behalf. Approximately 30% of the storage charges in excess of 30 days (line 15 of the attached Form 3-255) will be withheld for taxes by PAY/PERS. This will result in a reduction of the employee's salary check within the next 1 - 4 pay periods.

This is to notify you that the U.S. Fish and Wildlife Service has reimbursed
_____ in the above amount as claimed for \$ _____.

Please retain the attached Form 3-255 (Tax Sheet) for your current year income tax records.

SIGNATURE:	AUTHORIZED CERTIFYING OFFICER	DATE April 25, 1997
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**U.S. Department of the Interior
Fish and Wildlife Service**

Notice of Action Taken

Voucher No.			
Voucher Identification: Change of Station/Shipment of Household Goods via GBL			
Amount Claimed	Suspended	Disallowed	Allowed
Tax Withheld	Applied to Tvl Adv	Other	Amount of Check

EXPLANATION: No withholding tax allowance (WTA) is calculated and no tax is withheld when payments are made to a third party on the employee's behalf. Approximately 30% of the storage charges in excess of 30 days (line 15 of the attached Form 3-255) will be withheld for taxes by PAY/PERS. This will result in a reduction of the employee's salary check within the next 1 - 4 pay periods.

Please retain the attached Form 3-255 tax sheet for your current year income tax record.

This is to notify you that the government has reimbursed _____ in the amount of \$ _____ for shipment of your household goods. This includes a charge of:

- \$ _____ for excess weight (CFR 302-8.2(a))
- \$ _____ for valuation charges (CFR 302-8.4(e)(3))
- \$ _____ for shipment of auto, canoe, boat, etc (CFR 302-1.4(j))
- \$ _____ for extra pickups or dropoffs (CFR 302-8.2(e))
- \$ _____ for excess storage (CFR 302-8.2(d))

In the near future you will receive a bill of collection in the amount of \$ _____, the amount that is due and payable by you to the government.

SIGNATURE:	AUTHORIZED CERTIFYING OFFICER	DATE
------------	----------------------------------	------

**ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM**

ATTACHMENT 14

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY Department of the Interior, U.S. Fish and Wildlife Service		
AGENCY IDENTIFIER: FWS	AGENCY LOCATION CODE (ALC): 14-16-0006	ACH FORMAT: <input checked="" type="checkbox"/> CCD+ <input type="checkbox"/> CTX <input type="checkbox"/> CTP
ADDRESS: Fish and Wildlife Fiscal Services Unit, P. O. Box 272070, DASC		
Denver, Colorado 80227-2070		
CONTACT PERSON NAME: Barbara Williams		TELEPHONE NUMBER (303) 969-5763
ADDITIONAL INFORMATION: INCLUDE YOUR CCMail ADDRESS HERE!		

PAYEE/COMPANY INFORMATION

NAME	SSN NO. OR TAXPAYER ID NO.
ADDRESS	
CONTACT PERSON NAME:	TELEPHONE NUMBER:
	()

FINANCIAL INSTITUTION INFORMATION

NAME:	
ADDRESS:	
ACH COORDINATOR NAME:	TELEPHONE NUMBER:
	()
NINE-DIGIT ROUTING TRANSIT NUMBER: _____	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER: ()

U.S. Fish & Wildlife Service
March 2000

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