

July 10, 2007

FEDERAL TRAVEL REGULATION
Amendment 2007-03

TO: Heads of Federal agencies

Subject: Amendment 2007-03, FTR Case 2007-301, Relocation Allowances—Standard Mileage Rate for Moving Purposes

1. Purpose. The General Services Administration (GSA), Office of Governmentwide Policy (OGP), plans to establish the Internal Revenue Service (IRS) Standard Mileage Rate for moving purposes as the rate at which agencies will reimburse an employee for using a privately owned vehicle (POV) for relocation. The FTR and any corresponding documents may be accessed at GSA's website at <http://www.gsa.gov/ftr>.

2. Effective date: September 25, 2007.

3. Background. Relocation is an area that continuously evolves because of changes in the housing market, transportation industry, technology, etc. The General Services Administration (GSA), Office of Governmentwide Policy (OGP), routinely reviews the relocation regulations to address current Government relocation needs, to incorporate appropriate private industry policies, and to implement any best practices that fit well into the Federal setting.

To help accomplish these goals, GSA created the Relocation Best Practices Committee (RBPC) in 2002. Many of this Committee's recommendations were reflected in a proposed rule published in the *Federal Register* at 69 FR 68111, November 23, 2004.

The proposed rule included 30 changes; however, this final rule focuses on only one of those proposed changes, namely adopting the mileage rate established by the IRS for computing relocation, or moving, costs for income tax purposes for reimbursing Federal employees for using their POVs for relocation travel to a new duty station for PCS. GSA will address the remaining Federal Travel Regulation (FTR) changes from the proposed rule in one or more future final rule(s).

Section 302-4.300 of the FTR (41 CFR 302-4.300) currently provides tiered reimbursements for POV use in en route travel to the new duty station based on the number of occupants. This final rule will eliminate the tiered rates. Instead, the agency will reimburse the employee who relocates by POV at the established IRS rate for use of a car for moving purposes. GSA will publish this rate in an FTR Bulletin to coincide with updates issued by the IRS. The IRS generally issues such updates

annually, but for special cases, such as Hurricane Katrina, the IRS may issue updates during the year and GSA will follow suit.

The IRS allows two methods for computing the standard mileage rates for use of a car in moving: a single mileage rate or actual expense. GSA has decided to allow only reimbursement at the single mileage rate, since this approach is easier to administer and does not involve collecting and auditing small value receipts.

Many transferees compare the reimbursement rate for using a POV for temporary duty travel (TDY) to the rate for using a POV for relocation travel and do not understand why those rates differ. The more generous rate for using a POV for TDY travel is intended to cover the fixed costs of operating an automobile, such as depreciation (or lease payments), insurance, and license and registration fees, as well as the operating cost. None of these fixed costs are tax deductible as a moving expense, so none of these fixed costs are included in the moving rate mileage calculation. The IRS intends the rate for using a POV in moving to cover only actual operating expenses (e.g., fuel, oil, tolls, etc.). The IRS then uses the operating costs for a combination of standard vehicles to calculate the moving rate.

GSA consulted the members of the Executive Relocation Steering Committee about this change. All members agreed that this adoption of the single IRS rate is appropriate.

This FTR rule was published in the *Federal Register* at 72 FR 35187, June 27, 2007.

4. Explanation of changes. This final rule:

- Revises section 302-4.300 to reflect the Internal Revenue Service single mileage rate for relocation by POV.
- Adds section 302-4.303 to disallow the use of the IRS actual expense rate for relocation in CONUS.

5. Filing instructions. Remove and insert the following pages to the FTR:

Remove pages

Chapter 302 TOC,
302-v and 302-vi

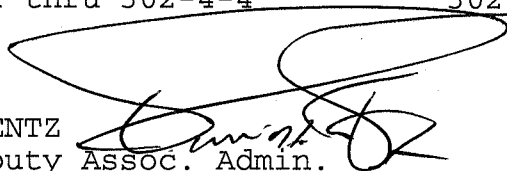
302-4-1 thru 302-4-4

Insert pages

Chapter 302 TOC,
302-v and 302-vi

302-4-1 thru 302-4-4

RUSSELL H. PENTZ
Assistant Deputy Assoc. Admin.
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And Asset Management



- §302-3.423—If I separate from Government service upon completion of my TCS, what relocation expenses will my agency pay upon my separation?
- §302-3.424—If I separate from Government service prior to completion of my TCS, what relocation expenses will my agency pay upon my separation?
- §302-3.425—If I have been authorized successive temporary changes of station and reassigned from one temporary official station to another, what expenses will my agency pay upon completion of my last assignment or my separation from Government service?

—Permanent Assignment to Temporary Official Station

- §302-3.426—How is payment of my TCS expenses affected if I am permanently assigned to my temporary official station?
- §302-3.427—What relocation allowances may my agency pay when I am permanently assigned to my temporary official station?
- §302-3.428—If I am permanently assigned to my temporary official station, is there any limitation on the weight of household goods I may transport at Government expense to my official station?
- §302-3.429—Are there any relocation allowances my agency may not pay if I am permanently assigned to my temporary official station?

Subpart F—Agency Responsibilities

- §302-3.500—What governing policies and procedures must we establish for paying a relocation allowance under this Part 302-3?
- §302-3.501—Must we establish any specific procedures for paying a relocation allowance to new appointees?
- §302-3.502—What factors should we consider in determining whether to authorize a TCS for a long-term assignment?

—Service Agreements

- §302-3.503—Must we require employees to sign a service agreement?
- §302-3.504—What information should we include in a service agreement?
- §302-3.505—How long must we require an employee to agree to the terms of a service agreement?
- §302-3.506—May we pay relocation expenses if the employee violates his/her service agreement?

—New Appointees

- §302-3.507—Once we authorize relocation expenses for new appointees or student trainees what expenses must we pay?
- §302-3.508—What relocation expenses are not authorized for new appointees or student trainees?

—Overseas Assignment and Return

- §302-3.509—What policies must we follow when appointing an employee to an overseas assignment?
- §302-3.510—When must we pay return travel for immediate family members?
- §302-3.511—What must we consider when determining return travel for immediate family member(s) for compassionate reasons prior to completion of the service agreement?
- §302-3.512—How many times are we required to pay for an employee's return travel?

—Overseas Tour Renewal Travel

- §302-3.513—May we allow a travel advance for tour renewal agreement travel?
- §302-3.514—Under what conditions must we pay for tour renewal agreement travel?
- §302-3.515—What special rules must we apply for reimbursement of tour renewal travel for employees stationed, assigned, appointed or transferred to/from Alaska or Hawaii?

—SES Separation for Retirement

- §302-3.516—What must we do before issuing payment for SES separation-relocation travel?
- §302-3.517—May we issue travel advances for separation relocation?

Subchapter C—Permanent Change of Station (PCS) Allowances for Subsistence and Transportation Expenses

Part 302-4—Allowances for Subsistence and Transportation

Subpart A—Eligibility

§302-4.1—What is a permanent change of station (PCS)?

§302-4.2—Am I eligible for subsistence and transportation allowances for PCS travel under this part?

Subpart B—Travel Expenses

§302-4.100—What PCS travel expenses will my immediate family members receive?

§302-4.101—Must my immediate family member(s) and I begin PCS travel at the old official station and end at the new official station?

Subpart C—Per Diem

§302-4.200—What per diem rate will I receive for en route relocation travel within CONUS?

§302-4.201—How are my authorized en route travel days and per diem determined for relocation travel?

§302-4.202—Are there any circumstances in which a per diem allowance for my immediate family members is not allowed?

—Transferred Employees Only

§302-4.203—How much per diem will my spouse receive if he/she accompanies me while I am performing PCS travel?

§302-4.204—If my spouse does not accompany me but travels unaccompanied at a different time, what per diem rate will he/she receive?

§302-4.205—If my spouse and I travel on the same days along the same general route by using more than one POV, is my spouse considered unaccompanied?

§302-4.206—How much per diem will my immediate family receive?

Subpart D—Mileage Rates for Use of POV

§302-4.300—What is the POV mileage rate for PCS travel within the continental United States (CONUS)?

§302-4.301—Do the rates in §302-4.300 apply if I am performing overseas tour renewal agreement travel?

§302-4.302—Are there circumstances that would allow me to receive a higher mileage rate OCONUS?

§302-4.303—For relocation within the continental United States (CONUS), may I use the actual expense method of reimbursement instead of the POV mileage rate specified in §302-4.300?

Subpart E—Daily Driving Distance Requirements

§302-4.400—Will I be required to drive a minimum distance per day?

§302-4.401—Are there exceptions to this daily minimum?

§302-4.402—Will I be required to document the circumstances causing the delay?

§302-4.403—Does this exception require authorization by my approving official?

Subpart F—Use of More Than One POV

§302-4.500—If I am authorized to use more than one POV, what are the allowances?

§302-4.501—If I use an additional POV that was not authorized for PCS travel, will I be reimbursed for the additional POV?

Subpart G—Advance of Funds

§302-4.600—May I request an advance of funds for per diem and mileage allowances for PCS travel?

Subpart H—Agency Responsibilities

§302-4.700—What governing policies must we establish for payment of allowances for subsistence and transportation expenses?

§302-4.701—What PCS travel expenses must we pay?

§302-4.702—What PCS travel expenses must we pay for the employee’s immediate family members?

PART 302-4—ALLOWANCES FOR SUBSISTENCE AND TRANSPORTATION

Authority: 5 U.S.C. 5738; 20 U.S.C. 905 (a); E.O. 11609, 36 FR 13747, 3 CFR, 1971–1973 Comp., p. 586.

Subpart A—Eligibility

Note to Subpart A: Use of pronouns “I”, “you”, and their variants throughout this subpart refers to the employee, unless otherwise noted.

§302-4.1 What is a permanent change of station (PCS)?

A permanent change of station (PCS) is an assignment of a new appointee to an official station or the transfer of an employee from one official station to another on a permanent basis.

§302-4.2 Am I eligible for subsistence and transportation allowances for PCS travel under this part?

Yes, you are eligible for subsistence and transportation allowances for PCS travel if your agency specifically authorizes relocation expenses under this part and are:

- (a) Transferred employees (within or outside CONUS);
- (b) New appointees (within or outside CONUS); and
- (c) An employees assigned to posts of duty outside CONUS in connection with either overseas tour renewal agreement travel or return travel to places of residence for separation.

Note to §302-4.2: Also see tables at [§§302-3.2](#) and [302-3.101](#).

Subpart B—Travel Expenses

§302-4.100 What PCS travel expenses will my immediate family members receive?

Except as specifically provided in [§302-4.202](#), the rules (for TDY travel) in [Chapter 301](#) of this title will be used for payment of the travel expenses of your immediate family members.

§302-4.101 Must my immediate family member(s) and I begin PCS travel at the old official station and end at the new official station?

No, if an alternate location is used, reimbursement is limited to the allowable cost by the usually traveled route between your old and new official stations.

Subpart C—Per Diem

§302-4.200 What per diem rate will I receive for en route relocation travel within CONUS?

Your per diem for en route relocation travel between your old and new official stations will be at the standard CONUS rate (see applicable FTR Per Diem Bulletins available on the Internet at <http://www.gsa.gov/perdiem>). You will be reimbursed in accordance with [§§301-11.100](#) through [301-11.102](#) of this title.

§302-4.201 How are my authorized en route travel days and per diem determined for relocation travel?

Your authorized en route travel days and per diem are determined as follows: The number of authorized travel days is the actual number of days used to complete the trip, but not to exceed an amount based on a minimum driving distance per day determined to be reasonable by your agency. The minimum driving distance shall be not less than an average of 300 miles per calendar day. An exception to the daily minimum driving distance may be made when delay is beyond control of the employee, such as when it results from acts of God or restrictions by Government officials; when the employee is physically handicapped; or for other reasons acceptable to the agency.

§302-4.202 Are there any circumstances in which a per diem allowance for my immediate family members is not allowed?

Yes, per diem for your immediate family members cannot be authorized if you are:

- (a) A new appointee;
- (b) Assigned to posts of duty outside CONUS returning to place of actual residence for separation; or
- (c) Being relocated under the Government Employees Training Act (5 U.S.C. 4109).

Transferred Employees Only

§302-4.203 How much per diem will my spouse receive if he/she accompanies me while I am performing PCS travel?

The maximum amount your spouse may receive if he/she accompanies you while you are performing PCS travel is three-fourths of your daily per diem rate.

§302-4.204 If my spouse does not accompany me but travels unaccompanied at a different time, what per diem rate will he/she receive?

If your spouse does not accompany you but travels unaccompanied at a different time, he/she will receive the same per diem rate to which you are entitled.

§302-4.205 If my spouse and I travel on the same days along the same general route by using more than one POV, is my spouse considered unaccompanied?

No; for per diem purposes, you and your spouse are considered to be traveling together if you travel on the same days along the same general route by using more than one POV.

§302-4.206 How much per diem will my immediate family receive?

Immediate family members age 12 or older receive three-fourths of your per diem rate, and children under 12 receive one-half of your per diem rate.

Subpart D—Mileage Rates for Use of POV

§302-4.300 What is the POV mileage rate for PCS travel within the continental United States (CONUS)?

For approved/authorized PCS travel by POV in CONUS, the mileage reimbursement rate is the same as the moving expense standard mileage rate established by the Internal Revenue Service (IRS) for moving expense deductions. See IRS guidance available on the Internet at www.irs.gov. GSA will publish the rate for mileage reimbursement in an FTR Bulletin on an intermittent basis to coincide with the rate changes published by the IRS. You may find the FTR Bulletins at www.gsa.gov/relo.

§302-4.301 Do the rates in §302-4.300 apply if I am performing overseas tour renewal agreement travel?

No, POV mileage must not be authorized for overseas tour renewal agreement travel.

§302-4.302 Are there circumstances that would allow me to receive a higher mileage rate OCONUS?

Yes, your agency may authorize a higher mileage rate at a rate not to exceed the maximum rate prescribed in §301-11.303 of this title when:

- (a) You are expected to use the POV on official business at the new official station;
- (b) The common carrier rates for the facilities provided between the old and new official stations, the related constructive taxicab fares to and from terminals, and the per diem allowances prescribed under this part justify a higher mileage rate as advantageous to the Government as determined by your agency; or

(c) The costs of driving the POV to, from, or between official stations located outside CONUS justify a higher mileage rate as advantageous to the Government.

§302-4.303 For relocation within the continental United States (CONUS), may I use the actual expense method of reimbursement instead of the POV mileage rate specified in §302-4.300?

No, for a PCS relocation within CONUS involving POV usage, your agency will reimburse you at the standard mileage rate specified in §302-4.300.

Subpart E—Daily Driving Distance Requirements

§302-4.400 Will I be required to drive a minimum distance per day?

Yes, your agency may establish a reasonable minimum driving distance that may be more than, but not less than an average of 300 miles per calendar day.

§302-4.401 Are there exceptions to this daily minimum?

Yes, your agency may authorize exceptions to the daily minimum driving distance when there is a delay beyond your control such as acts of God, restrictions by Governmental authorities, or other acceptable reasons; e.g., a physical handicap or special needs. Your agency must have a designated approving official authorize the exception.

§302-4.402 Will I be required to document the circumstances causing the delay?

Yes, you must provide a statement on your travel claim explaining the circumstances that caused the delay.

§302-4.403 Does this exception require authorization by my approving official?

Yes, authorization by your approving official is required for any exception to the daily minimum driving distance.

Subpart F—Use of More Than One POV

§302-4.500 If I am authorized to use more than one POV, what are the allowances?

When you are authorized to use more than one POV, the allowances under §§302-4.300 and 302-4.302 apply for each POV.

§302-4.501 If I use an additional POV that was not authorized for PCS travel, will I be reimbursed for the additional POV?

No, your agency must authorize you reimbursement of the use of more than one POV before you are entitled to reimbursement.

Subpart G—Advance of Funds

§302-4.600 May I request an advance of funds for per diem and mileage allowances for PCS travel?

You may request advance of funds for per diem and mileage allowances for PCS travel, except for overseas tour renewal agreement travel.

Subpart H—Agency Responsibilities

Note to Subpart H: Use of pronouns “we”, “you”, and their variants throughout this subpart refers to the agency, unless otherwise noted.

§302-4.700 What governing policies must we establish for payment of allowances for subsistence and transportation expenses?

For payment of allowances for subsistence and transportation expenses, you must establish policy and procedures governing:

- (a) How you will implement the regulations throughout this part;
- (b) A reasonable minimum driving distance per day that may be more than, but not less than a average of 300 miles per calendar day when use of a POV is used for PCS travel and when you will authorize an exception;
- (c) Designation of an agency approving official who will authorize an exception to the daily minimum driving distance; and
- (d) When you will authorize the use of more than one POV for PCS travel.

§302-4.701 What PCS travel expenses must we pay?

Except as specifically provided in this chapter, PCS travel expenses you must pay are:

- (a) Per diem;
- (b) Transportation costs; and
- (c) Other travel expenses in accordance with 5 U.S.C. 5701-5709 and [Chapter 301](#) of this title.

§302-4.702 What PCS travel expenses must we pay for the employee’s immediate family members?

Except as specifically provided in this chapter, the reimbursement limits in [Chapter 301](#) of this title govern payment of travel expenses you must pay for the employee’s immediate family members.

§302-4.703 How do we compute the per diem for an established minimum driving distance per day?

Per diem for an established minimum driving distance per day is computed based on the lodgings-plus per diem system as described in [§§301-11.100](#) through [301-11.102](#) of this title.

§302-4.704 Must we require a minimum driving distance per day?

Yes, you must establish a minimum driving distance not less than an average of 300 miles per day. However, an exception to the daily minimum driving distance may be made when the delay is:

- (a) Beyond control of the employee, e.g., results from acts of God or restrictions by Government officials;
- (b) Due to a physical handicap; or
- (c) For other reasons acceptable to you.

§302-4.705 What are the allowances if the employee uses more POVs than authorized?

If the employee uses more POVs than authorized, reimbursement will be made as if all persons traveled in the number of POVs that you authorized.

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