


Approved for Release
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Date

DEPARTMENT OF COMMERCE (DOC)
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION
OFFICE OF ADMINISTRATIVE SERVICES

TRAVEL BULLETIN #20, FY11

SUBJECT: Revisions to Relocation Allowances

EFFECTIVE DATE: August 1, 2011

EXPIRATION DATE: Effective until canceled or superseded

PURPOSE: The General Services Administration (GSA) has revised the Federal Travel Regulation (FTR) to include changes to relocation allowances of Federal employees.

BACKGROUND: GSA will be revising the FTR to address a comprehensive range of relocation changes. Major changes to the relocation program are outlined below. A complete list of changes can be found at: <http://www.gpo.gov/fdsys/pkg/FR-2011-04-01/html/2011-6609.htm>

Commute to New Job Location via Commonly Traveled Routes

The FTR will now be in agreement with the distance test guidelines established by the Internal Revenue Service found in Publication 521, Moving Expenses. The distance test is considered met when the new official station is at least 50 miles further from the employee's current residence than the old official station is from the same residence via the shortest commonly traveled routes.

- **Example:** If the old official station is 3 miles from the current residence, then the new official station must be at least 53 miles from that same residence in order to receive relocation expenses for residence transactions. The distance between the official station and residence is the shortest of the commonly traveled routes between them. The distance test does not take into consideration the location of a new residence.

Reduction in Time for Relocations and Relocation Extensions

Employees are now given one year to complete their relocations. The length of time to request a relocation extension has been reduced from two years to one year.

Disclosure Statements

Employees are now required to sign a disclosure statement as part of the service agreement. This statement will prevent duplication of funding between two agencies or a private source. The disclosure statement has been incorporated in the CD-150, "Request for Authorization of Travel and Moving Expenses."

Required Counseling

The Department is required to provide counseling to all relocating employees. The counseling should be offered at the earliest possible time.

Househunting Trip Per Diems

The Continental United States (CONUS) rate is now the standard rate when calculating per diem for actual expenses associated with househunting trips.

Mode of Transportation for Househunting Trips

When authorizing transportation to conduct a househunting trip, the required mode of transportation is the Privately Owned Vehicle (POV) for transfers of less than 250 miles. For a distance greater than 250 miles, the required mode of transportation authorized is common carrier.

Lump Sum Payments for Temporary Quarters Subsistence Expense (TQSE)

Employees are now required to certify on the CD-150 that if they select the lump sum payment for TQSE, the temporary quarters will not become their permanent residence and if TQSE are not incurred or the temporary quarters become the permanent residence, the transferee or new appointee must return all monies advanced for the lump sum TQSE payment to the agency.

Payment to the Employees of a TQSE Lump Sum

Employees who elect to receive a TQSE lump sum must receive payment prior to the occupancy of temporary quarters (TQ).

Definition of "18,000 Pounds Net"

Employees are still eligible for the shipment of up to 18,000 net pounds of uncrated household goods. Additionally, the employee will now be allowed for up to 2,000 pounds of packing

materials for uncrated or van line shipments. The employee will be responsible for the cost of packing and shipping anything over the 18,000 pounds net weight allowance.

Limit on Time Household Goods Can Be Temporarily Stored

Employees are now limited to an initial period not to exceed 60 days temporary storage plus a possible extension of up to 90 days for CONUS to CONUS moves.

Number of POVs That May Be Transported Within CONUS at Government Expense

Employees are now limited to transporting two POVs at Government expense. In making this determination, each POV must be in operating order and legally titled and tagged prior to authorizing transportation of the POV.

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