

  
Approved for Release  
Mary C. Pleffner  
Director for Administrative Services

July 25, 2011  
Date

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

TRAVEL BULLETIN #22, FY11

**SUBJECT:** Relocation Allowance for Miscellaneous Expense

**EFFECTIVE DATE:** July 18, 2011

**EXPIRATION DATE:** Effective until canceled or superseded

**BACKGROUND:** GSA is amending the Federal Travel Regulation (FTR) by increasing the set lump-sum rate amount to be paid for the miscellaneous expenses allowance (MEA), when the employee chooses not to provide documentation of miscellaneous expenses.

**PURPOSE:** The MEA is intended to defray various costs associated with expenses incurred when establishing a residence at a new location. Expenses allowable under this section include but are not limited to disconnecting and connecting appliances, cutting and fitting rugs, utility fees or deposits that are not offset by eventual refunds, forfeiture of medical, dental, and other nontransferable contracts, and the cost of automobile registration and driver's licenses.

An employee who is transferred in the interest of the Government is entitled to a MEA. If the employee chooses **not** to provide documentation to support a MEA claim, that employee can elect to receive a set lump-sum payment. Reimbursement will be in accordance with the following:

1. an employee with no immediate family will be entitled to a lump sum reimbursement of \$650; and
2. an employee with an immediate family will be entitled to a lump sum reimbursement of \$1300.

**OFFICE OF COMMERCE SERVICES:** Marilyn Stoll, Associate Director, Office of Commerce Services, [MStoll@doc.gov](mailto:MStoll@doc.gov), 202-482-3721.

**PROGRAM MANAGER CONTACT INFORMATION:** Lester Weisbeck, Chief, Travel Management Division, [LWeisbeck@doc.gov](mailto:LWeisbeck@doc.gov), 202-482-1818.