

# Permanent Change of Station (PCS) Travel Entitlements and Benefits Handbook



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**U.S. Department of Veterans Affairs**

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*A Handbook on PCS Travel Entitlements and Benefits for Relocating Employees*

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## Revision History

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United States Department of Veteran Affairs  
 Financial Services Center  
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# 1. Introduction

The Corporate Travel & Charge Card Services (CTCCS) – PCS Travel Office developed this handbook to help Relocating employees understand the relocation process and provide information on their entitlements, the Travel Authorization and claims process. This handbook explains the basic process of a relocation process and steps.

The Permanent Change of Station (PCS) Travel Section is located at the VA Financial Services Center (FSC) in Austin, Texas. We recognize relocation can be a very stressful event for employees and their families. Making your relocation a success is our goal and we are committed to providing you world class customer service during your move.

Relocation entitlements are authorized in accordance with the Federal Travel Regulations and VA Travel Policy. The entitlements will help lessen some of the financial burden of relocating, but the reimbursements **will not necessarily cover 100% of the expenses the employee may incur**. Taxes will be withheld from all reimbursements. Effective January 1, 2018 all relocation expenses are taxable allowances to the employee.

- ❖ Please note that this is not a VA standard form. “Chapter 302 — Relocation Allowances of the FTR”, (41 Code of Federal Regulations 302 or 41 CFR 302) contains the actual rules for relocation of Federal civilian transferees. The VA Travel Policy, Financial Policy Volume XIV, Chapter 8, further defines the specific rules for PCS VA relocations.

In the next section, you will find links relating to various aspects of your relocation, as well as a PCS contact list for your reference. If at any time during your relocation you need guidance or assistance, please contact us so we can make your relocation as smooth as possible.

**The VA adheres to FTR 302-2.7 which states if an employee attempts to defraud the government you forfeit reimbursement and are subject under 18 U.S.C 287 and 1001 to one, or both of the following: A fine of not more than \$10,000 and or imprisonment for not more than 5 years.**

## 1.1. PCS Contact Information

<b>Help Desk Hours of Operation</b>	<b>Monday – Friday</b> <b>8:00 a.m. to 4:00 p.m. CST</b>	<b>FSC Web site</b> <a href="http://www.fscdirect.fsc.va.gov/pcs.asp">http://www.fscdirect.fsc.va.gov/pcs.asp</a>  <b>Portal</b> <a href="https://www.pcsportal.fsc.va.gov/login.aspx">https://www.pcsportal.fsc.va.gov/login.aspx</a>
<b>Toll free</b>	800-512-1985	
<b>Direct</b>	512-460-5700	
General Information or Specific Questions		
<b>Email Contact</b>		
General Information or Specific Questions	<a href="mailto:VAFSC.PCSTravelPortalInquiry@va.gov">VAFSC.PCSTravelPortalInquiry@va.gov</a>	
<b>Fax Line</b>	512-460-5103	
<b>Mailing Address</b>	Financial Services Center (0472) Attn: PCS Travel Division PO Box 149975 Austin, TX 78772	

While this handbook should serve as your first source of information, your PCS Counselor can address any questions or concerns you may have regarding special circumstances. Circumstances that merit contacting your PCS Counselor immediately include, but are not limited to, the following:

- ❖ You discover an error on your Travel Authorization or other PCS paperwork.
- ❖ You believe you will require an extension of your time in temporary quarters.
- ❖ You are traveling to your new official station and become delayed.

## 1.2. A Few Important Definitions

To apply this handbook to your move, you should be aware of three important definitions:

- ❖ The term **Continental United States (CONUS)**, refers to the 48 contiguous states within the United States and the District of Columbia.
- ❖ The term **Outside the Continental United States (OCONUS)**, for the purposes of this handbook only, refers to the following non-foreign areas: Alaska, Guam, Hawaii, Pacific Islands, Puerto Rico, American Samoa, and the U.S. Virgin Islands.
- ❖ The terms **family members** and **immediate family** refer to any of the following members of your household at the time you report to your new official station:

### 1.2.1. Spouse

- ❖ In cases of common law marriage, the federal government recognizes common law marriages of partners of opposite and same sex when these unions meet the state-established eligibility requirements.
- ❖ A divorced or legally separated spouse is not an immediate family member and does not qualify for any entitlements.

### 1.2.2. Children

This includes stepchildren, adopted children, adopted grandchildren, legal minor wards, or other dependent children under your or your spouse's legal guardianship) of you or your spouse that meet one of the following two conditions:

- ❖ Under the age of 21 and unmarried; or
- ❖ Physically or mentally incapable of self-support, regardless of age.
- ❖ Children under age 21 who are away at school (e.g., college) are generally considered dependents if the employee or spouse can properly claim them as dependents on his /her taxes. In addition, a child who is under joint legal and physical custody of the employee and former spouse may be considered a member of the employee's household if residing there more than 50% of the time. If there is equal joint custody of a child, determining whether the child is the employee's dependent for PCS purposes would require additional information.

### 1.2.3. Dependent Parents

Dependent parents (including step-parents and legally adoptive parents) of you or your spouse.

### 1.2.4. Dependent Brothers and Sisters

Dependent brothers and sisters (including step-siblings and legally adopted siblings) of you or your spouse that meet one of the following two conditions:

- ❖ Under the age of 21 and unmarried; or
- ❖ Physically or mentally incapable of self-support, regardless of age.

## 2. Identifying Your Entitlements

This handbook is designed to guide relocating employees through the PCS process. In this chapter, we provide guidance on how to determine your relocation type. The figures and tables included in this chapter will help you identify the entitlements that apply to your move so that you can reference the appropriate chapters of the handbook throughout the relocation process.

This handbook supplements, but does not replace, the policy included in the FTR.1 Employees should contact their PCS Coordinators for guidance on situations not covered in this handbook or access the regulations directly using the following links:

- ❖ FTR - [www.gsa.gov/federaltravelregulation](http://www.gsa.gov/federaltravelregulation)
- ❖ VA Travel Policy - <https://www.va.gov/finance/docs/VA-FinancialPolicyVolumeXIVChapter08.pdf>

### 2.1. Defining PCS

Before researching your relocation type and entitlements, it is important to define PCS travel as compared to other types of official travel. While this section includes guidance to help you distinguish among the different types of official travel, the handbook only addresses PCS entitlements. Employees looking for guidance temporary duty (TDY) travel or local travel should consult other resources. The table below defines the types of official travel that individuals conduct on behalf of the Service and where employees can find guidance on each type of travel.

**Table 1. Types of Official Travel**

Travel Type	Definition	Guidance
PCS Travel	Travel required as part of an employee's <u>permanent</u> relocation to a new official duty station, including house-hunting trips and en-route travel. To qualify for PCS entitlements as a transferee, the new duty station must be 50 miles farther from the employee's primary residence than the old duty station.	This handbook <a href="#">FTR Chapter 302</a>
TCS Travel	Relocation to a new official station for a temporary period of six to 30 months while performing a long-term assignment and subsequent return to the previous official station after completing that assignment. A TCS is an alternative to remaining in TDY travel status for an extended period.	
TDY Travel	Official travel that is 50 miles or farther from both the employee's permanent duty station and commuting residence.	<a href="#">FTR Chapter 301</a>

### 2.2. Determining Your Relocation Type and Allowances

Your entitlements and allowances for relocation are determined based on your type of PCS, which the FTR divides into two main categories:

- ❖ New Appointee.
- ❖ Transferred Employee.



## 2.3. New Appointee Entitlements

A new appointee is an individual employed with the federal government for the very first time, an employee returning to the federal government after a break in service, or a student trainee assigned to the federal government upon completion of college work. Table below outlines the relocation expenses to which you are entitled as a new appointee.

**Table 2. New Appointee Entitlements**

Reimbursable Items
Transportation for you and your immediate family members to your new official station.
An allowance for your lodging, meals and incidental expenses while traveling to your new official station. (Expenses incurred by family members are <b>not</b> reimbursable.)
Transportation for, and temporary storage of, household goods belonging to you and your family members.
Transportation of a mobile home or boat used as your primary residence instead of transportation of household goods.
Extended storage of household goods belonging to you and your family members.

A discretionary relocation expense you may be authorized to incur as a new appointee. Authorization of this additional entitlement requires approval by your Authorizing Official (AO). As part of your request for authorization, you must provide a justification of your need for the additional entitlement. If authorized, the additional entitlement will be documented on your Travel Authorization (TA).

**Table 3. New Appointee Discretionary Entitlement**

Discretionary Item
Shipment of a POV.

## 2.4. Transferee Employee Entitlements

The FTR distinguishes among the following categories of transferred employees:

- Transfer Between Stations** - Employees that are completing one of the following types of transfers:
  - ❖ Transfer between official stations within CONUS.
  - ❖ Transfer from a CONUS official station to an official station OCONUS.
  - ❖ Transfer from an OCONUS official station to a CONUS official station.
  - ❖ Employees transferring between official stations OCONUS.
- Return from OCONUS** - Employees transferring from an OCONUS official station to place of actual residence for separation (e.g., retirement).
- Senior Executive Service (SES) Last Move Home** - SES career appointees making their last move home for separation (e.g., retirement).

**Table 4. Reimbursable Items**

Category 1 = Transfer Between Stations

Category 2 = Return from OCONUS

Category 3 = SES Last Move Home

Category			Reimbursable Items
1	2	3	
✓	✓	✓	Transportation for you and your immediate family to your new official station.
✓	✓	✓	An allowance for <u>your</u> lodging, meals, and incidental expenses while traveling to your new official station.
✓			An allowance for <u>your immediate family members'</u> lodging, meals and incidental expenses while traveling to your new official station.
✓	✓	✓	Transportation for, and temporary storage of, household goods belonging to you and your family members.
✓			A payment to offset miscellaneous moving expenses.
✓			An allowance to cover a portion of the taxes you will incur because of your move.
✓			Reimbursement of certain expenses associated with selling your home.
✓			Extended storage of household goods belonging to you and your family members.
✓		✓	Transportation of a mobile home or boat used as your primary residence instead of transportation of household goods
✓			Reimbursement of certain expenses associated with settling an unexpired lease.
✓			Reimbursement of certain expenses associated with the purchase of a new primary residence.

**Table 5. Discretionary Items**

Category			Discretionary Items
1	2	3	
✓	✓	✓	Shipment of a POV.
✓			House-hunting trip, including transportation, lodging, meals, and incidentals for you and your spouse only.
✓			An allowance to cover lodging, meals, and incidental expenses incurred by you and your family members prior to securing a permanent residence at your new official station (i.e., temporary quarters subsistence).
✓			Use of a relocation services company to assist you in selling your house.
✓	✓		Use of property management services.

A discretionary relocation expense you may be authorized to incur as a transferred employee. Authorization of this additional entitlement requires approval by your Authorizing Official (AO). As part of your request for authorization, you must provide a justification of your need for the additional entitlement. If authorized, the additional entitlement will be documented on your Travel Authorization.

## 2.5. Understanding Special Relocation Circumstances

While most of the PCS moves completed by Service employees fall under one of the relocation types established in the FTR, there are special circumstances that can impact PCS entitlements. In this section, we outline the requirements associated with the following situations.

- ❖ Married couple's transfer when both individuals are employed by the Service;
- ❖ PCS move to or from a foreign country;
- ❖ SES last move home;

## 2.6. Married Couple's Transfer when Both Individuals are Employed by the Government

If your spouse is employed by the Service and both of you are authorized to perform a PCS to the same official station, you must select one of the following two methods for reimbursement of your PCS expenses:

**Method 1:** Each employee receives separate allowances and may not be claimed as an immediate family member.

**Method 2:** One of the employed family members is designated the head of your household and the other employed family member is claimed as an immediate family member on the "head of household" employee's Travel Authorization.

You should consider the following two items before selecting which method to use:

1. The government will not reimburse duplicate expenses and you must sign a disclosure statement as part of your Employee Service Agreement.
2. Both transferring employees must provide the PCS Coordinator with the name(s) of the immediate family member(s) who will receive allowances under their Travel Authorization. Each immediate family member may only be claimed on one employee's Travel Authorization.

Be sure to clearly communicate your preferred method of reimbursement to your PCS Counselor.

## 2.7. SES Last Move Home

SES appointees considering a "last move home" entitlements for retirement should consider the following special circumstances associated with this type of move:

- ❖ Your Authorizing Official (AO) is your approving official for move-related authorizations and expenses.
- ❖ Your PCS Counselor will communicate the eligibility requirements associated with claiming "last move home" entitlements; note that you must be retirement eligible or within five years of retirement eligibility.
- ❖ You must complete your move within six months of separating from the Service. You can file for an extension for up to two years, but the written request for extension must be submitted within six months of your separation date.
- ❖ You may choose any location within the United States as your "moving to" location if it is at least 50 miles from the permanent duty station from which you are separating.
- ❖ Under the "last move home" option, you are not eligible for temporary quarters, a house-hunting trip, or real estate entitlements.

- ❖ You are eligible for transportation and temporary storage of household goods, up to 18,000 net pounds (excluding packing materials); transportation of you and your immediate family to your new residence; and per diem entitlements for you (not immediate family) while en-route.
- ❖ You may qualify for shipment of your POV. This is a discretionary entitlement subject to some restrictions, including that the shipment must be at least 600 miles for a “last move home” within CONUS.

### 3. Understanding the PCS Process

The guidance in this chapter will help you understand the high-level requirements and expectations associated with obtaining PCS compensation. The “PCS lifecycle” can generally be broken down into the following phases:

1. **Preparation:** Research your entitlements, participate in counseling, and complete the required paperwork.
2. **Relocation:** Complete your move, incurring expenses and filing for reimbursement as appropriate.
3. **Close-Out:** File your RITA and provide feedback on your experience.

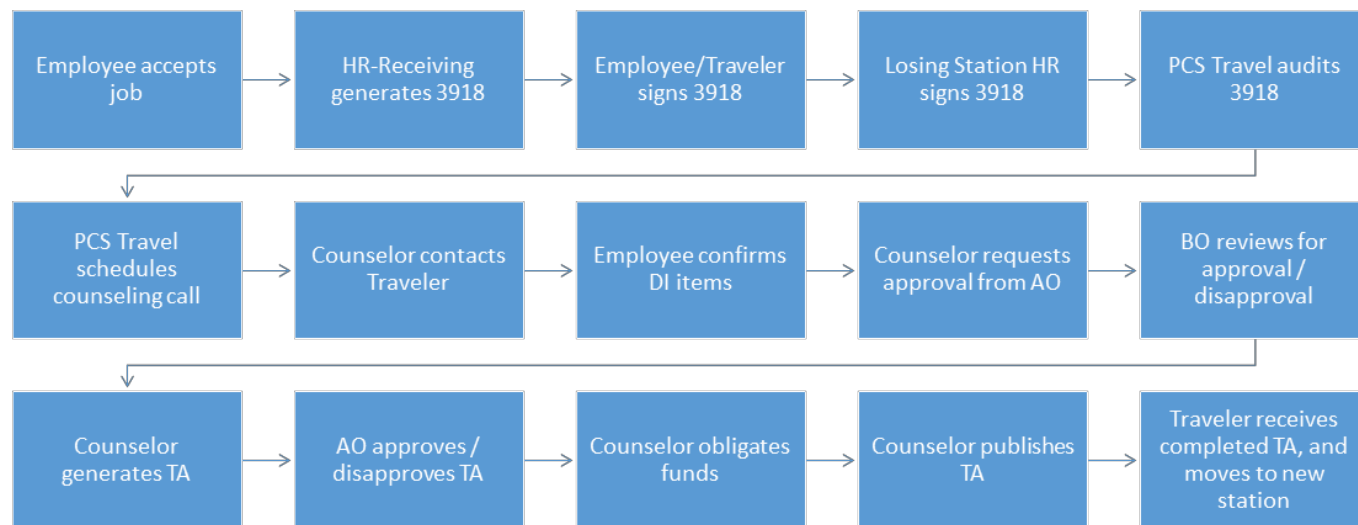
While these activities are a part of each employee’s PCS, the process and timeline vary based on the circumstances of each relocation and the policies of each region / program. This is high-level guidance only; your PCS Counselor will provide more specific information on the timeframes and requirements for your relocation during your counseling session.

#### 3.1. Preparing for your PCS Move

During the preparation phase, you should focus on obtaining the guidance you need to make informed decisions about your relocation, and completing the required paperwork prior to incurring any relocation expenses. Reviewing this handbook is a good first step for a successful transition. When your PCS 3819 Coordinator reaches out to schedule your counseling session, he / she may also include additional guidance documents or forms for you to review. Be sure to look over all the information provided before the counseling session so that you and your PCS Counselor can focus on discussing how the PCS entitlements apply to your move during that meeting.

The below steps reflect the basic process of a Form 3036 Travel Authority, which begins when the employee accepts the position and a 3918 is created by Human Resources. Please note, if there are any delays in the process, the length of time to complete the process could take up to 30 days or more.

**Table 6. Steps for PCS Move**



To be eligible for reimbursement of PCS-related expenses under the FTR, you must complete these forms during this phase:

- ❖ Employee Relocation Service Agreement Form.
- ❖ Form 3918 - Employee Relocation Allowance Data Sheet.
- ❖ VA Form 10091 Vendorizing.

Once you participate in your counseling session and complete these forms, you will submit them to your PCS Counselor, who will review them and obligate the funding for your move. Once your forms have been processed, your PCS Counselor will provide you with your Travel Authorization.

Receipt of the approved Travel Authorization marks the end of the Preparation phase of the PCS process; at this point, you can incur relocation-related expenses in compliance with the approved Travel Authorization.

**Important! Do not travel prior to your Travel Authority being approved because:**

- ❖ Traveler won't know which PCS benefits are approved, which could result in problems with PCS reimbursements.
- ❖ A travel advance cannot be processed without a travel authority (TA)
- ❖ Reimbursements may be denied if traveler occurred expenses prior to receiving travel authority.
- ❖ Ensures that the traveler is properly given a comprehensive PCS counseling before travel begins.

## 3.2. Completing Your Relocation and Paying for PCS Expenses

During this phase, you complete your actual relocation, incurring and obtaining reimbursement for PCS-related expenses as documented in your approved Travel Authorization. Guidance on allowable expenses is explained by entitlement in the later chapters of this handbook.

In general, it is your responsibility to cover the expenses incurred by you and your family throughout your move using a personal form of payment. Then, within five business days of completing each part of your move (e.g., house-hunting trip, en-route travel), you must submit a manual Travel Voucher (OF-1012) to claim reimbursement for these expenses.

Prior to using their travel card for HH travel expenses, an employee must provide their current station's Travel Card Agency/Organizational Program Coordinator (A/OPC) with a copy of their approved HH travel authorization. In advance of en-route travel, the relocating employee must coordinate and confirm with their losing and gaining station's or staff office's A/OPCs that their travel card has been transferred under their new duty station and their credit limit has been raised to the contracted bank designated amount. The employee is required to provide the gaining station's or staff office's A/OPC a copy of their approved en-route travel authorization.

However, if you have a Government Travel Charge Card (GTCC) it can be used on your House Hunting Trip and En-route, you must use it for the following items:

- ❖ Transportation tickets (e.g., airfare, rail, ferry, bus).
- ❖ Transaction fees (e.g., travel booking fees).
- ❖ ATM withdrawals for meals and incidental expenses (M&IE) for house-hunting trip, en-route travel, and temporary quarters (if claiming actual expenses only). The withdrawal should be no earlier than five calendar days before the expense is incurred.
- ❖ Lodging for house-hunting trip, en-route travel (actuals method only).
- ❖ Rental car and fuel when specifically authorized for a house-hunting trip.

- ❖ Airport parking when specifically authorized for a house-hunting trip (not for en-route travel).
- ❖ Taxi fares.

You may use your Government Travel Charge Card for meals. You may **not** use your Government Travel Charge Card (GTCC) for any of the following items:

- ❖ Charges for hotel room service, mini bar purchases, movies or any similar expenses.
- ❖ Any expenses related to the sale/purchase of a home.
- ❖ Any expenses related to miscellaneous expenses.
- ❖ Any expenses related to self-shipment of household goods using a rental vehicle / trailer.
- ❖ Purchase of goods and services such as clothing, electronics, moving supplies, etc.

**NOTE:** *You must book transportation by calling the Travel Management Center (Duluth, a vendor contracted for agent- assisted booking); you may not book PCS travel in Concur.*

### 3.3. Travel Advances

A travel advance is a cash payment that may be issued in limited circumstances to cover costs associated with PCS-related transportation. The advance is a loan that must be reconciled, the employee must repay by submitting a Travel Voucher. This means that you must submit for reimbursement of incurred costs (En-route, HHT, Miscellaneous Expense Allowance, TQ, etc.) and all reimbursements will be applied to the outstanding advance balance, less tax, until the advances are reconciled in full. You are eligible to receive up to 75% maximum entitlement, but can request less (as to not incur a debt) of your first 30 days of Temporary Quarters. The government may provide a travel advance to support an employee in completing a PCS in the following circumstances:

- ❖ The employee does not have a government charge card and cannot obtain one in time to cover move related expenses (i.e., new appointee, employee who does not qualify for a card)

Employees should be aware of the following items before requesting a travel advance:

- ❖ The government cannot provide travel advances to cover costs associated with buying or selling real estate.
- ❖ If you still have an outstanding advance balance remaining, a bill of collection will be issued for the outstanding advance amount.
- ❖ To apply for an advance, you will be required to sign the advance request form (1038) electronically in the PCS Travel Portal. You will receive an email request from the PCS Travel Portal to access the portal and sign the form. The request will then-route to your Authorizing Official (AO) for signature. The advance will be processed once your Travel Authority and 1038 advance form have been approved but no more than 2 weeks prior to your departure date.
- ❖ All advances must be fully reconciled through the claims process before you will receive any reimbursements.

### 3.4. Requesting an Extension of the PCS Process

Generally, employees are required to complete their relocations within one year of their physical report date at the new duty station. The Approving Official may authorize an extension beyond the initial one-year, on a case-by-case basis, if an employee can demonstrate they are actively marketing their home, experienced delays related to the sale or purchase of their residence at the official duty stations, or delays due to family situations such as school, work, or illness. If you are furloughed to perform active military

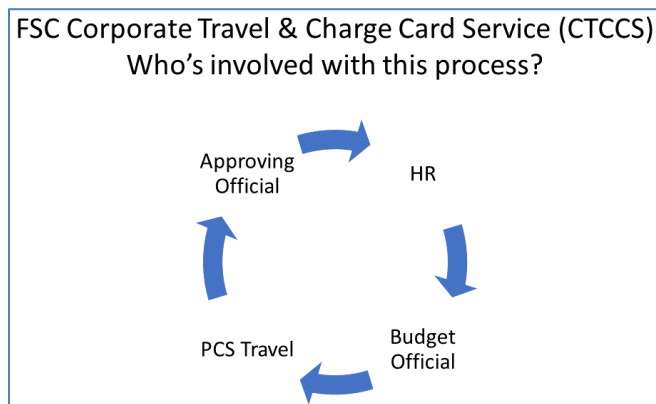
duty, the 1-year period to complete all aspects of relocation is exclusive of time spent on furlough for active military service.

Any request submitted after the 30-day time limit requires an approval waiver request of the 30-day time limit (The government may grant an extension for a PCS move when the delay in completing the relocation is for reasons beyond the employee's control and the request is approved by the Authorizing Official (AO) before the original one-year relocation period ends. The extension may be for a period of up to one additional year; all PCS moves must be completed within two years of the actual report date at the new duty station (i.e., dates on all receipts and documentation must fall within this window). In accordance with the Federal Travel Regulation, new appointees are not entitled to a one-year extension.

Extensions can be requested for the actual method of Temporary Quarters (TQ), Temporary Storage of Household Goods (HHG), Sale of Home, Purchase of a New Home. For TQ Extensions over 60 days, HHG Storage extensions and extensions for overall entitlements related to timeframe to Sell a Home or Purchase a New Home, a Memo is required to be completed no sooner than 90 days prior to date of expiration by contacting your PCS Counselor, except for TQ. TQ should not be requested to your PCS Counselor any sooner than 15 days prior to expiration.

The Traveler must send an email to their PCS counselor requesting the extension and time frame (total Days) along with supporting justification in accordance with justifiable reasons outlined in the FTR.

### 3.5. Closing out your PCS Move



There are several steps required before your travel authority can be approved.

1. Your choices for discretionary items/justification are needed.
2. Discretionary approval will be requested from your Approving Official.
3. You will be required to review and confirm your discretionary items in addition to signing off on the TQSE lump sum form and 1012, if applicable, in the PCS Travel Portal.
4. Funding information will be requested from your Budget Official.
5. For home sale program with BVO only. You will be required to sign page 3 of the Travel Authority.
6. The Travel Authority will be submitted to your Authorizing Official.
7. Upon approval of your Travel Authority, funds will need to be obligated through our Financial Management System (FMS).



We typically allow the station a 2 day turn around for each item required. After you have completed your PCS move, you will file your RITA paperwork for the compensation provided to offset the tax implications of your move with your actual tax burden.

Over the course of your move, you will receive two requests to complete PCS surveys (a pre-move and a post-move survey). Please complete each survey and provide your feedback as we continue to seek ways to improve the PCS process.

## 4. Taking a House-Hunting Trip Before Your Move

This section will help you determine the answer to the following questions:

- ❖ Do you (and / or your spouse) wish to take a house-hunting trip?
- ❖ Do you want to be reimbursed under the fixed rate method or the locality rate method?

### 4.1. Determining Your Eligibility to Take a House-Hunting Trip

You and/or your spouse may be authorized to take a house-hunting trip (HHT) before your move to support you in locating a new permanent residence. The Federal Travel Regulations require the new official station be at least 75 miles or greater from your old official station to be eligible for a house hunting trip. HHT is a discretionary item (DI) and must be approved in writing prior to travel, DI cannot be approved after travel occurs. It is one round trip, from your old location to your new station and return for finding permanent housing. If authorized, your Authorizing Official (AO) will determine the number of days allowed for your house-hunting trip. The maximum duration of your house-hunting trip, including travel time, may not exceed ten calendar days.

An employee is in duty status, not on leave, during a house-hunting trip. If authorized a house-hunting trip, your Travel Authorization will include the approved duration for your house-hunting trip and the maximum amount you will be reimbursed for associated per diem expenses (i.e., lodging, meals, and incidental expenses).

Your AO may authorize one to ten days for a house-hunting trip. For example, if you are approved ten days, then you must travel home on day ten and would not be entitled to lodging on that tenth day. The house hunting trip must be completed prior to reporting to your new duty station. The maximum for which you will be reimbursed is dependent on the per diem method you select, you have the choice of LUMP SUM or ACTUAL as your method of reimbursement for lodging, meals and incidentals.

Prior to deciding whether to take a house-hunting trip, you should consider the following items:

- ❖ Reimbursement for house-hunting expenses is considered taxable income by the Internal Revenue Service (IRS) and will be included in your gross income on your Leave and Earnings Statement.
- ❖ Dependents, same-sex domestic partners, and pets are not authorized to travel on a house-hunting trip at the Service's expense. Childcare and pet boarding fees are not reimbursable.

You will not be authorized to take a house-hunting trip under the following circumstances:

- ❖ You are assigned to permanent government quarters or another prearranged residence at your new official duty station.
- ❖ The distance (via normally traveled MapQuest routes) between your old and new official station is less than 75 miles.
- ❖ You already reported to duty at your new official station.

You and your spouse can take house-hunting trips at different times. However, the maximum amount you may be reimbursed is limited to the allowable costs you and your spouse would incur if you traveled together. If you are authorized and take a house hunting trip, the number of days authorized will be deducted from the first 30 days of Temporary Quarters if temporary quarters are approved. You can depart from a location other than your residence, but reimbursement is limited to what it would cost to depart from and return to your residence. Be sure to discuss the situation with your PCS Counselor if you think you and your spouse would like to take separate house-hunting trips.

## 4.2. Transportation

When booking transportation for your house-hunting trip, you should select the mode of transportation that maximizes your time at the new official duty station and minimizes travel time. The method of travel for distances less than 250 miles is by privately owned vehicle (POV) to the new duty station for your house hunting trip. The method of travel for distances 250 miles or more is by common carrier (air).

If you fly, you are eligible for an economy rate car rental, fuel, and parking reimbursement; you are required to provide receipts for your airfare, car rental, parking and fuel. To be reimbursed for the airfare and rental car you are required to book these items through Travel Management Center (TMC) which is the company Duluth. You must select the most cost-effective form of transportation to travel to the airport, unless special circumstances require a specific method.

If you are traveling 250 miles or more and you are approved to drive your Privately-Owned Vehicle (POV), you are eligible for reimbursement of mileage and parking. A cost comparison will be prepared and submitted to your Authorizing Official (AO) reflecting POV as cost advantageous to the government. You may claim reimbursement for up to two round-trip taxi rides associated with your house-hunting trip.

Mileage for the round trip from old station to the new duty station is reimbursed at the current mileage rate, employees can check the GSA website for current rates [gsa.gov](https://www.gsa.gov). You must record your mileage based on odometer readings to be reimbursed.

Once your Travel Authority is approved, you will contact Duluth at Phone: 866-431-3800 and then fax your approved travel authority to Fax: 770-813-8303.

- ❖ You must provide the Travel Management Center with a signed copy of the Travel Authority and that is who you will book your flight and economy rate rental car through as soon as you receive your travel authority.
- ❖ A rental car may be reserved via Duluth; however, a credit card swipe is required to pick up the vehicle. If you have an IBA you may use it for the rental car. If you do not have an IBA you'll need to use a personal card and submit a claim for reimbursement.
- ❖ You must save and submit all receipts as well as any baggage receipts and the boarding pass.
- ❖ For house hunting trips of 7 days or less, one bag is authorized per traveler. For house hunting trips of 8-10 days, two bags are authorized per traveler.
- ❖ Additional bags will require justification and AO approval in advance.
- ❖ Check the airline weight requirements prior to arriving at the airport. Excess weight charges require justification and need AO approval to be reimbursed.
- ❖ Must utilize a City Pair flight. A City Pair flight is the GSA rate. If a City Pair flight is not available, TMC will book the most cost advantageous flight.
- ❖ Contact your gaining station Budget Officer to utilize the station's Centrally Billed Account (CBA). Your tickets will not be purchased until the station contacts TMC with the credit card information.
- ❖ You should receive confirmation of your flight(s) within 2-3 hours of placing the reservation. If you have not, contact the TMC to follow up. You should follow up with your **Budget Officer** to confirm they have provided the TMC the credit card information. The TMC cannot book travel without a valid credit card.
- ❖ If you use your personal credit card to book your airline ticket, you will only be reimbursed up to what it would have cost for the TMC to purchase the ticket using the government rate.

This does not apply to the following employees below when booking airfare for HHT and Enroute travel:

### 4.3. Lodging, Meals, and Incidental Expenses

The following two methods are available for per diem reimbursement (i.e., lodging, meals, and incidental (expenses) incurred during a house-hunting trip. You, as the relocating employee, may select between these methods. If you and your spouse take separate house-hunting trips, you must both use the same method of per diem reimbursement.

- ❖ **Method 1:** Lump Sum Method.
- ❖ **Method 2:** Actuals Method (standard CONUS rate).

### 4.4. Lump Sum Method

If you select the lump sum method you will be reimbursed a fixed amount, regardless of the number of days you take for your house hunting trip or the actual expenses incurred during your house-hunting trip. If you select the lump sum method, you do not need to itemize your lodging, meals, and incidental expenses on a Travel Voucher. No receipts are required for meals or lodging when claiming reimbursement, but you are required to submit a claim via the PCS Travel Portal. You must keep all itemized receipts for audit purposes. If you elect and are approved the lump sum method of house hunting, 10 days will automatically be deducted from the first 30 days of temporary quarters if approved. However, if your actual costs exceed the lump sum amount, you are not eligible to seek reimbursement for the difference.

### 4.5. Actuals – Standard CONUS Rate

If you are conducting a house-hunting trip to a CONUS location, if you select the standard CONUS rate method, you will be reimbursed for the actual costs associated with your lodging not to exceed the standard CONUS rate. You are required to save all “paid in full” itemized receipts and submit for reimbursement via the PCS Travel Portal. Please note lodging receipts must show a daily rate. Lodging will only be reimbursed up to the maximum CONUS amount. The 1<sup>st</sup> and last day will be reimbursed at 75% of the daily rate. If you select and are approved the actual method, the actual number of days for the house hunting trip will be automatically deducted from your first 30 days of Temporary Quarters, if authorized.

**NOTE:** *Non-conventional lodging options such as Airbnb, HomeAway, or similar non-conventional lodging options are not an authorized lodging option during government paid relocations (i.e. en-route lodging, house-hunting lodging, temporary quarters).*

Lodging reimbursement is only authorized for hotel lodging obtained through an online booking agent or 3<sup>rd</sup> party company (i.e. Hotwire, Priceline) when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges:

- ❖ Daily hotel room costs;
- ❖ Daily hotel taxes; and,
- ❖ Daily miscellaneous fees, if applicable.

**NOTE:** *Service fees charged by the 3<sup>rd</sup> party company are not reimbursable.*

## 5. En-route Trip

This section will help you determine answers to the following questions:

- ❖ What mode of transportation will you use to travel to your new official station?
- ❖ How much will you be reimbursed for lodging, meals and incidental expenses while traveling to your new duty station?

You are eligible for reimbursement of certain expenses associated with your transportation, lodging, meals, and incidental expenses while traveling to your new official duty station. Additionally, you may be eligible for reimbursement of certain expenses associated with your immediate family's transportation, lodging, meals, and incidental expenses. Costs associated with transporting your pets are not reimbursable. You and your immediate family members may travel to your new official station by POV or common carrier, as authorized by the government.

### 5.1. Traveling by Common Carrier

If you request to fly for the en-route travel. The common mode of travel for en-route is by driving your privately-owned vehicle. An exception to travel by air will need to be made by the Station you will be reporting to. If airfare is approved, you are required to book the airfare through Travel Management Center (TMC) which is the company Duluth. The authorization to travel by common carrier must be documented on your Travel Authorization.

Once your Travel Authority is approved, you will contact Duluth at Phone: 866-431-3800 and then fax your approved travel authority to Fax: 770-813-8303.

- ❖ You must provide the Travel Management Center with a signed copy of the Travel Authority and that is who you will book your flight and economy rate rental car through as soon as you receive your travel authority.
- ❖ A rental car may be reserved via Duluth; however, a credit card swipe is required to pick up the vehicle. If you have an IBA you may use it for the rental car. If you do not have an IBA you'll need to use a personal card and submit a claim for reimbursement.
- ❖ You must save and submit all receipts as well as any baggage receipts and the boarding pass.
- ❖ For house hunting trips of 7 days or less, one bag is authorized per traveler. For house hunting trips of 8-10 days, two bags are authorized per traveler.
- ❖ Additional bags will require justification and AO approval in advance.
- ❖ Check the airline weight requirements prior to arriving at the airport. Excess weight charges require justification and need AO approval to be reimbursed.
- ❖ Must utilize a City Pair flight. A City Pair flight is the GSA rate. If a City Pair flight is not available, TMC will book the most cost advantageous flight.
- ❖ Contact your gaining station Budget Officer to utilize the station's Centrally Billed Account (CBA). Your tickets will not be purchased until the station contacts TMC with the credit card information.
- ❖ You should receive confirmation of your flight(s) within 2-3 hours of placing the reservation. If you have not, contact the TMC to follow up. You should follow up with your Budget Officer to confirm they have provided the TMC the credit card information. The TMC cannot book travel without a valid credit card.

- ❖ If you use your personal credit card to book your airline ticket, you will only be reimbursed up to what it would have cost for the TMC to purchase the ticket using the government rate.

**NOTE:** *When deciding how to travel to your new official duty station, you should consider the implications on your daily commute. The government may not authorize the use of a government owned vehicle or rental car or reimburse you for any commuting costs while you wait for a POV to arrive at your new duty station.*

## 5.2. Traveling by POV

If you are authorized to travel to your new official station using your POV, you will be reimbursed for mileage at the PCS mileage reimbursement rate. You are authorized a certain number of days based on the distance from old duty station to new duty station, by Privately Owned Vehicle (POV) based on driving an average of 300 miles per day. If you choose to stop after 300 miles, to be reimbursed for lodging expenses you must provide a “paid in full” itemized receipt. You must continue traveling forward each day, staying only one night per location.

You must keep all receipts for audit purposes. Once you complete your en-route travel, you will be required to submit your daily itemized lodging receipts and claim your expenses within the PCS Travel Portal for reimbursement. In accordance with the Federal Travel Regulations and VA Travel Policy, you must track your mileage using your odometer readings or an electronic standard highway mileage guide (VA uses MapQuest) and identify the total miles driven per day on your en-route claim. If you and your immediate family wish to travel to your new official station using more than one POV, you must obtain approval from your station to claim mileage reimbursement for both vehicles and ensure the expense is authorized on your Travel Authorization.

- ❖ Mileage will be reimbursed at the current conus rate [gsa.gov](http://gsa.gov) and limited to the MapQuest mileage from your old duty station to your new duty station.

Reimbursement is granted to employees for the driving of more than one POV if the Approving Official determines it is advantageous to the Government. Authorization for one additional POV for the employee’s immediate family may be reimbursed if approved for separate travel, or if justified for driving at the same time due to the number of immediate family members and necessary luggage causing one POV not to suffice. The use of more than one POV must be requested by the employee during the counseling session and authorized in writing by the Approving Official.

The shipment of a POV may be authorized, it is a discretionary allowance and requires justification from the employee and requires AO approval in advance to be reimbursed. Under extenuating circumstances, however, Approving Officials may authorize one additional POV for shipment, when shipment is more cost effective to the government. Employees may be authorized to transport only the number of POVs equal to the number of people on the relocation travel orders, who are licensed drivers, not to exceed two, while relocating within CONUS at Government expense. Approving Officials will consider the following when authorizing the shipment of a POV:

- ❖ The POV is in operating order and legally titled and tagged for driving
- ❖ The distance the POV is to be shipped is greater than 600 miles.

It may take several weeks for your POV to arrive at your new duty station. During this time, you are responsible for any costs associated with your daily commute to and from your new duty station. The Service cannot provide a government or rental vehicle for commuting while you wait for your POV to arrive, even if the government or its contractor is responsible for the delay.

### 5.3. Identifying Allowable Per Diem Expenses for En-route Travel

This section applies to transferring employees only. If you are a new appointee disregard any references to the eligibility of family members to receive per diem allowances (due to your transfer type, you may only claim per diem allowances for yourself).

You and your immediate family may be eligible to claim lodging costs and receive a daily allowance for M&IE during travel to your new official station. Lodging reimbursement is provided for the actual amount incurred up to the standard CONUS rate; M&IE is reimbursed at the standard CONUS rate (75% on the first and last days of travel). You must include lodging receipts with your Travel Voucher receipts are not required for M&IE. To be eligible for these per diem allowances, you and your immediate family's travel to the new official station must meet the following two conditions:

- ❖ Total travel time exceeds 12 hours.
- ❖ Average travel distance is 300 miles per day.

If your total travel time is less than 12 hours, you and your family members will not receive any per diem allowances. If you do not meet the average daily driving distance requirement of 300 miles, you will not receive per diem allowances during the excess travel time. Travel is to be continuous via the authorized mode of travel, and the most direct usually traveled route. Fuel is not covered when you drive your POV.

FAMILY MEMBER	MAXIMUM AMOUNT OF REIMBURSEMENT
Spouse or domestic partner who is accompanied by employee	75 percent of employee's daily rate.
Spouse or domestic partner who travels separately (not accompanied by employee)	Same rate as employee.
Family members 12 years or older	75 percent of employee's daily rate.
Children under 12 years	50 percent of employee's daily rate.



## 6. Miscellaneous Expense

This section will help you determine answers to the following questions:

- ❖ What costs are reimbursable as miscellaneous expenses?
- ❖ Under which method will you receive your payment?

Miscellaneous Expense Allowance is to settle old residence and to set up new residence. You will receive a flat rate based on your marriage status. The Federal Travel Regulation provides a provision to be reimbursed for additional miscellaneous expenses if authorized by appropriate authority. Once you have completed your en-route trip and submitted your claim, you can request this reimbursement located in the PCS Travel Portal. The reimbursement will be processed minus applicable taxes.

The Miscellaneous Expense Allowance (MEA) is to help defray some of the costs incurred due to relocating. The MEA is related to expenses that are common to living quarters, furnishings and household appliances, and to other general types of costs inherent in relocation of a place of residence. MEA can be used to cover expenses that cannot be easily categorized, such as carpet cleaning, replacement of window treatments, painting, automobile registration fees, connecting and disconnecting appliances, non-refundable utility fees and deposits, etc. Allowable expenses include, but are not limited to, the items listed below:

GENERAL EXPENSES	FEES AND DEPOSITS	LOSSES
Appliances	For connecting and disconnecting appliances, equipment, utilities or conversion of appliances for operation on available utilities.	
Rugs, draperies, and curtains	For cutting and fitting such items, moved from one residence quarters to another.	
Utilities	Fees and deposits not offset by eventual refunds.	
Medical, dental, and food locker contracts		Losses that cannot be recovered by transfer or refund and are incurred due to early termination of a contract.
Private Institutional care contracts (such as that provided for handicapped or invalid dependents only)		Losses that cannot be recovered by transfer or refund and are incurred due to early termination of a contract.
Privately-owned automobiles	Registration, Driver's License, and use taxes imposed when bringing vehicles into certain jurisdictions.	

If your family is traveling separately you may only request 50% of the allowance. You can request the remainder when your family member(s) completes their en-route travel.

## 7. Staying in Temporary Quarters

This section will help you determine answers to the following questions:

- ❖ Are you eligible for reimbursement of temporary quarters expenses?
- ❖ How long may you stay in temporary quarters?
- ❖ What expenses are reimbursable for temporary quarters?
- ❖ How will you be reimbursed for your stay in temporary quarters?

You may be eligible for reimbursement of certain expenses associated with staying in temporary quarters if the distance between your old residence and new duty station is 50 miles or more.

You will not be authorized for reimbursement of expenses associated with staying in temporary quarters if you plan to occupy government-owned or controlled quarters at your new official station.

Temporary Quarters (TQ) is a discretionary item and must be approved by your Authorizing Official. Temporary Quarters permit you to occupy temporary housing while you actively search for permanent housing at the new duty location. Temporary quarters may be authorized at the departure location if the family must remain behind in Temporary Quarters prior to traveling en-route. Temporary quarters must be located within the vicinity of the old and or new location to be eligible for reimbursement.

The gaining Station will indicate the number of days that will be allowed for Temporary Quarters; however, reimbursement will be limited to the number of days incurred and determined to be reimbursable. There are several factors that must be considered when determining if quarters are temporary and eligible for reimbursement, such as the duration of a lease, movement of house hold goods into quarters, the type of quarters, and attempts to secure a permanent dwelling. If you receive approval to stay in temporary quarters, you will be authorized allowable expenses for an initial period of up to 30 consecutive calendar days.

You are free to use a temporary housing provider of your choice, but keep in mind, signing a 30-day lease does not necessarily entitle you to reimbursement of the full lease term if you secure permanent housing prior to the end of the lease.

Factors used to determine whether quarters are temporary include:

- ❖ Duration of the lease
- ❖ Movement of HHG into the quarters;
- ❖ Type of quarters;
- ❖ Attempts to secure a permanent dwelling; and
- ❖ Length of time the employee occupies the quarters.

**NOTE:** *TQ leases signed for more than 6 months when employees do not have a contract to purchase a permanent residence after the 6-month lease, will be permanent housing. Authorization for temporary quarters ceases when the employee takes full delivery of their HHG regardless of the duration of a lease.*

Be aware that your authorized period in temporary quarters expires once you or a member of your immediate family moves into your new permanent residence. You will not be reimbursed for any additional temporary quarters expenses past this date, regardless of whether your authorized period has expired or not.

**NOTE:** *Your AO may authorize TQSE AE for a limited time. VA may authorize reimbursement of AE for period up to midnight of the day prior to occupying permanent quarters, but no later than midnight of the 3rd business day after the closing date on a purchase of permanent quarter, or lease effective date (FTR 302-6.108).*

*For example, when an employee completes closing on a home purchase or secures a rental for residency, and occupies the residence on day 25 in a 30-day approved TQ period, the last day TQ will be reimbursed is day 24. If an employee does not occupy the secured residence on day 25 of a 30-day approved AE period, reimbursement of AE will end no later than midnight of the 3rd business day from the date the residence was secured.*

Lodging reimbursement is only authorized for hotel lodging obtained through an online booking agent or 3<sup>rd</sup> party company (i.e. Hotwire, Priceline) when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges:

- ❖ Daily hotel room costs;
- ❖ Daily hotel taxes; and,
- ❖ Daily miscellaneous fees, if applicable.

**NOTE:** *Service fees charged by the 3<sup>rd</sup> party company are not reimbursable. Remember Non-conventional lodging options such as Airbnb, HomeAway, or similar non-conventional lodging options are not an authorized lodging option during government paid relocations (i.e. en-route lodging, house-hunting lodging, temporary quarters).*

We provide two options for reimbursement on temporary quarters, ACTUAL or LUMP SUM. The actual approval of the temporary quarters, the option and number of days is at the Approving Official's discretion. You will be able to view the discretionary approval in the PCS Travel Portal and must reconfirm or change your election, if applicable, after the approval has been completed and prior to the approval of the Travel Authority.

## 7.1. Using the Actual Expense Method

Under the actual expense method, you are required to submit all "Paid in Full" daily itemized lodging receipts for reimbursement. You are required to itemize your actual daily meals incurred each day. Itemized receipts are required for any single expense of \$75.00 or more to include meal expense for one or more individuals. However, if purchasing groceries in lieu of meals, all itemized receipts are required. Dry cleaning requires itemized receipts no matter the cost. You will receive reimbursement based on the actual allowable costs you and your family incur during your time in temporary quarters. You must itemize your actual costs for your lodging, meals, and incidental expenses daily. Under this option, you do not receive any compensation prior to occupying temporary quarters, and you and your family members must occupy temporary quarters at the same time.

Non-allowable costs for which you cannot claim reimbursement include the following:

- ❖ Additional costs due to pets.
- ❖ Parking fees charged by the hotel.
- ❖ Transportation to commute to work.

You will need to submit receipts and fill out the claim form within the PCS Travel Portal for reimbursement when you complete each increment. You must keep all itemized receipts for audit purposes.

## 7.2. Maximum Reimbursement Amounts

The daily maximum reimbursement allowed is calculated using the standard CONUS rate, not the locality rate for the place where you secure temporary quarters. The table below presents the calculations used to determine the daily maximum amount you may be reimbursed for the first 30 consecutive calendar days under the actual expense method. Note that the calculations must split out lodging and M&IE and must separate each incrementally-authorized period.

**Table 7. Maximum Daily Reimbursement Amounts - Days 1-30, actual expense method**

Traveler	Maximum daily amount
Employee or unaccompanied spouse	Standard CONUS rate
Accompanied spouse	.75 × standard CONUS rate
Children age 12 and over	.75 × standard CONUS rate
Children under age 12	.5 × standard CONUS rate

If you are granted a temporary quarters extension, the daily maximum reimbursement allowed is calculated using the standard CONUS rates.

**Table 8. Maximum Daily Reimbursement Amounts - Days 31 and on, actual expense method**

Traveler	Maximum daily amount
Employee or unaccompanied spouse	.75 × standard CONUS rate
Accompanied spouse	.5 × standard CONUS rate
Children age 12 and over	.5 × standard CONUS rate
Children under age 12	.4 × standard CONUS rate

GSA establishes the standard CONUS rate annually and independent of the location to which you are traveling. The current standard CONUS rate can be found on the GSA website ([GSA.gov/per diem](http://GSA.gov/per diem)).

You are reimbursed for what you spend up to these amounts minus applicable taxes. Although the timeframe provided is in 30-day increments, the Approving Official may approve less than 30 days for each increment. The Approving Official will also deduct the house hunting trip days (if approved) from Temporary Quarters days. An Approving Official may authorize AE in increments of 30 days or less, as he or she determines the number of days necessary for a permanent residence to be secured, but not to exceed 60 consecutive days initially. The Approving Official may extend authorization of TQSE beyond 60 days, up to an additional 60 days, 120 total consecutive.

Situations that do not justify an extension include the following:

- ❖ Failure to locate a new residence (rental, lease or purchase), if it is determined that the employee did not make a sufficient effort to secure permanent housing.
- ❖ Failure to locate a new residence (rental, lease or purchase), in an area of moderate housing availability, due to personal preferences and decisions.
- ❖ Continued employment of a spouse at your old official duty station, which delays the family's move to the new official duty station.
- ❖ Continued attendance of children in school at the old official station, which delays the family's move to the new official station.
- ❖ Decision to build, rather than purchase, a home in an area of moderate or high housing availability (construction typically requires 90 business days or longer).
- ❖ Acceptance of an extended possession date at the time of signing the contract for the new permanent residence.
- ❖ Delays in delivery of household goods due to employee inactivity.

### 7.3. Interruptions

If while in temporary quarters you exit TQ for TDY, you must document on your TQ claim the dates you are TDY and provide a copy of your TDY orders as dual compensation is not authorized in accordance with the Federal Travel Regulation.

If the interruption is for TDY travel, you should claim M&IE under TDY policy and suspend your temporary quarters M&IE for the duration of the interruption. If you must perform TDY and your family is in temporary quarters under the actual expense method, you claim TDY per diem allowances and your family claims temporary quarters allowances.

### 7.4. Using the Fixed Rate Method (Lump Sum)

Under the fixed rate method (also known as the lump sum method), you are paid a one-time fixed amount up front based on the number of days your AO authorizes for you while in temporary quarters, regardless of the actual expenses you incur or the number of days you spend in temporary quarters. If the Approving Official authorizes the lump sum on the discretionary request, you will be required to sign off on a lump sum certification and an SF1012 Travel Voucher for payment electronically in the PCS Travel Portal.

The PCS Travel Portal will email you a notification of the requirement to sign the applicable forms after the discretionary approval has been completed and prior to the completion of the Travel Authority.

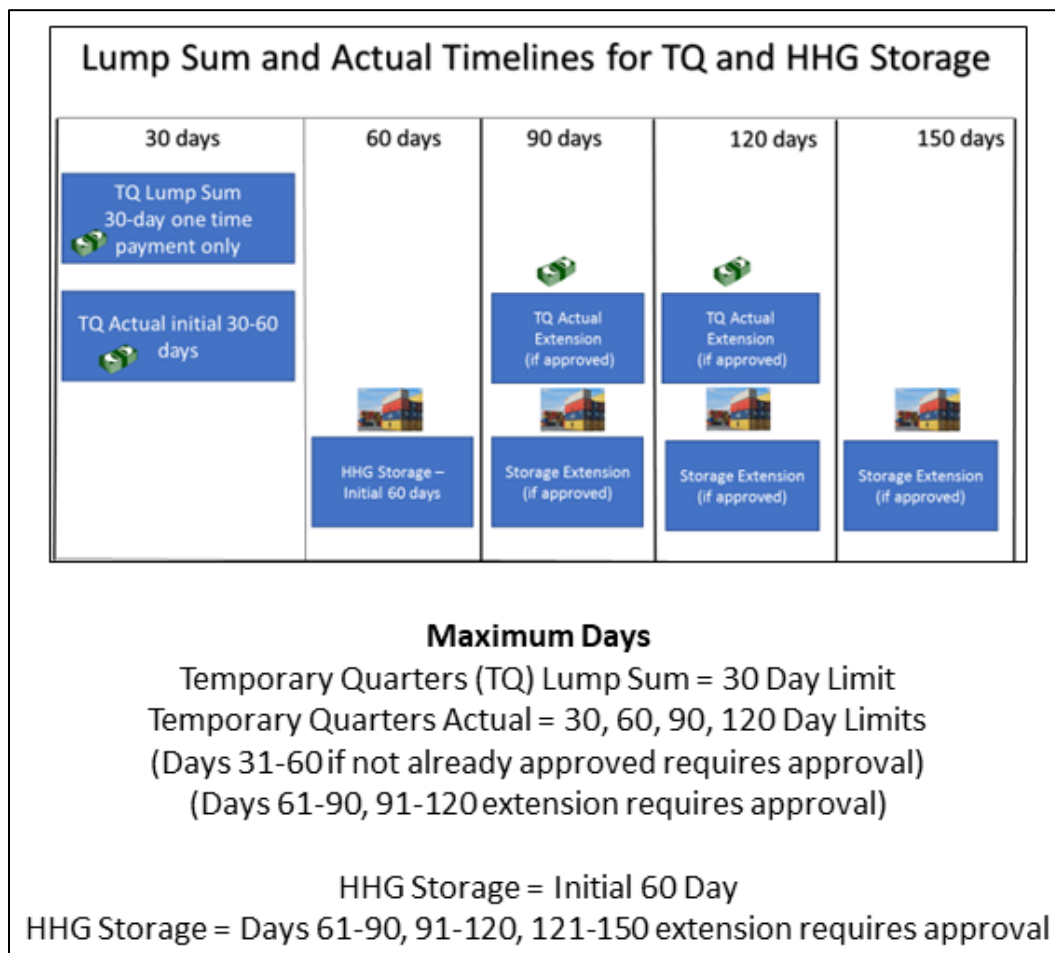
The lump sum payment will be processed less applicable taxes no earlier than 5 working days prior to you entering temporary quarters and after the Travel Authority, lump sum certification, and SF1012 have been signed and funds obligated for your move. Your decision to use the fixed rate method must be documented on your Travel Authorization and may not be changed later.

Under this method, you do not need to provide any receipts or itemize your per diem costs with your Travel Voucher. You do not need to return funding if you spend less than the fixed rate amount while in temporary quarters; however, you will not be reimbursed for any additional costs you and your family incur more than the fixed rate amount. Additionally, if the family occupies temporary quarters on different dates and the per diem rates are different, the entire family is paid at the per diem rate that is in effect when the Travel Voucher is filed, if it is within a year of the PCS order issuance. The entire payment for all family members should be claimed on one Travel Voucher even if the occupancy dates differ.

Under no circumstances are extensions beyond the initial 30 days allowed under the fixed rate method. You may decide to extend your stay in temporary quarters, but you will not be reimbursed for the additional time.

The locality rate is determined by the location of your new official station. Current locality rates for CONUS locations can be found on the GSA website (<https://www.gsa.gov>).

**NOTE:** *Payment of Lump Sum is based on the total number of individuals moving to the new permanent duty station, who will occupy temporary quarters (FTR 302-61.10). You must keep all itemized receipts for audit purposes.*



**Figure 1. Extensions timeline chart for TQ and HHG Storage**

**NOTE:** *TQ initial approved days are in 30-day increments; extensions are limited to the number of days needed within a 30-day increment. All extensions require a justification and approval from Authorizing Official.*

## 8. Resolving Your Unexpired Lease

This section will help you determine answers to the following questions:

- ❖ How do you settle an unexpired lease?
- ❖ What costs are reimbursable when settling an unexpired lease?

You are eligible for reimbursement for certain expenses associated with the settlement of your unexpired lease if the dwelling was your actual residence at the time you were officially notified of your transfer, and one of the following three situations applies to the lease agreement:

- ❖ The lease is solely in your name.
- ❖ The lease is jointly in your name with one or more members of your immediate family.
- ❖ The lease is solely in the name(s) of one or more members of your immediate family.

If the lease is shared with one or more non-family members, you will be reimbursed on a pro-rata basis.

To request reimbursement, you are required to provide all the following documents:

- ❖ Copy of the lease which states the lease breaking conditions and fees involved and all addendums to the lease.
- ❖ Receipt of paid invoice with leasing agency header and signature – no generic receipt accepted.
- ❖ Copy of notice to vacate to leasing agency.
- ❖ Letter of settlement from the leasing agency itemizing all expenses charged to fulfill the lease contract.

In addition, if paying for remaining months of the lease agreement until house/apartment has been leased again: At the end of each month, a monthly letter is required from the leasing agency stating the residence is still vacant and not leased to any other persons and is actively marketing the residence. Although the landlord may require payment of the lease at the beginning of the month, the claim should not be filed until the letter is received at the end of the month confirming the residence was vacant and not re-leased. If the landlord apartment/residence was re-let. The landlord would be responsible for reimbursing you for any portion of the month after the apartment was re-let.

You must complete a Travel Voucher and itemize each expense associated with the settlement of your unexpired lease to receive reimbursement. In addition, you must include a receipt for each expense claimed.

**NOTE:** *Lease cancellation does not include fees for damages or other fees your leasing office may charge not specifically related to cancelling the lease. Please note lease break claims requirement. Employee must submit ALL documents to be reimbursed lease break expense including the notice to vacate.*

## 9. Real Estate (Sale and Purchase)

This section will help you determine answers to the following questions:

- ❖ What expenses are reimbursable in purchasing a house at your new official station?
- ❖ What is the maximum amount you will be reimbursed?

The government can cover certain expenses associated with the sale of a relocating employee's home at the old duty station. To qualify for reimbursement of costs associated with a home sale, the residence you are selling must be your primary residence – the actual residence from which you commuted to and from work daily. In addition, the title to the residence must meet one of the following definitions:

- ❖ The title is solely in your name.
- ❖ The title is jointly in your name and the name(s) of one or more members of your immediate family.
- ❖ If the title is shared with one or more non-family members, you will be reimbursed on a pro-rata basis.

Although, you cannot incur expenses prior to approval of your Travel Authority, you can speak with PCS's Home Sale re- Decision Team to obtain up front information about selling your home as well as support for your new home search.

VA offers two options to assist you with the sale of your home. The Home Sale Program and the Direct Reimbursement.

### 9.1. Home Sale Program - Buyer Value Option (BVO)

If you elect to participate in the BVO program, you are required to list with a home sale provider referred network agent for the sale of your home and the purchase of a new home. It is important that you electronically sign page 3 of the Travel Authority (3036c) once you receive the notification from the PCS Travel Portal. Once the Authorizing Official at the station signs your travel authority, the 3036c page 3 will be provided to the home sale provider to enroll you in the program. The home sale provider will contact you within 2 business days from enrollment to discuss the BVO program with you. The home sale provider will go over the program with you and provide a list of agents for you to choose from. Employee must initiate and list the home with a home sale provider network agent within 90 days of the fully obligated 3036c.

Benefits of the BVO program include:

- ❖ You actively participate in selling of your residence.
- ❖ Your home sale is not taxable when using the home sale provider.
- ❖ Home sale provider works directly with the buyer to complete the sale process.
- ❖ You will not be required to participate in the closing.
- ❖ You may opt out of the home sale program and choose to utilize direct reimbursement at any time.
- ❖ Direct Reimbursement (DR)

**NOTE:** *Keep in mind, your home needs to sell and close no later than one year from your report date to remain in the Buyer Value Option program.*



If you choose the Direct Reimbursement program and later change your mind you will not be able to change to the Home Sale program. If you choose the Direct Reimbursement Option and later change your mind and want to participate in the Home Sale Program you will not be eligible to do so. However, if you elect to go through the Home Sale Program and decide to opt out you will be eligible for Direct Reimbursement.

- ❖ You must sell and close on your home within one year of your report date.
- ❖ Reimbursed customary and reasonable seller's closing costs, allowable under regulation, for up to ten percent of the actual sale price for the sale of the employee's residence at the old official station.
- ❖ You will be responsible to pay out of pocket for the costs of closing your home and will need to submit for reimbursement via the PCS Travel Portal. Any applicable taxes will be withheld from the reimbursable amount.
- ❖ Signed documents are required for reimbursement:
  - ❖ copy of the Closing Disclosure Document statement and any addendums to Closing Disclosure Document
  - ❖ sales or/and purchase agreement contract
  - ❖ any invoices or receipts for other costs paid outside of closing.

If you utilize the Home Sale Assistance, we will not reimburse you for any out of pocket expenses or concessions as the home sale provider will bill us directly for the closing costs. The maximum amount you will be reimbursed for expenses related to the sale of your house is 10% of the actual selling price of the home.

**NOTE:** *Be aware that you need to make your decision as soon as possible because the Travel authority cannot be prepared until your counselor has your decision.*

## 9.2. Identifying Reimbursable Expenses

If they are customarily paid by the seller of a residence at the old official station or by the purchaser of a residence at the new official station, your agency will pay the following expenses:

- ❖ Your broker's fee or real estate commission that you pay in the sale of your residence at the last official station, not to exceed the rates that are generally charged in the locality of your old official station;
- ❖ The customary cost for an appraisal;
- ❖ The costs of newspaper, bulletin board, multiple-listing services, and other advertising for sale of the residence at your old official station that is not included in the broker's fee or the real estate agent's commission;
- ❖ The cost of a title insurance policy, costs of preparing conveyances, other instruments, and contracts and related notary fees and recording fees; cost of making surveys, preparing drawings or plats when required for legal or financing purposes; and similar expenses incurred for selling your residence to the extent such costs:
  - ❖ Have not been included in other residence transaction fees (i.e., brokers' fees or real estate agent fees);
  - ❖ Do not exceed the charges, for such expenses, that are normally charged in the locality of your residence;
  - ❖ Are usually furnished by the seller.

- ❖ The costs of searching title, preparing abstracts, and the legal fees for a title opinion to the extent such costs:
- ❖ Have not been included in other related transaction costs (i.e., broker's fees or real estate agency fees); and
- ❖ Do not exceed the charges, for such expenses, that are customarily charged in the locality of your residence.
- ❖ The following "other" miscellaneous expenses connected with the sale and/or purchase of your residence, provided they are normally paid by the seller or the purchaser in the locality of the residence, to the extent that they do not exceed specifically stated limitations, or if not specifically stated, the amounts customarily paid in the locality of the residence:
  - ❖ FHA or VA fees for the loan application; VA funding fees are not reimbursable.
  - ❖ Loan origination fees and similar charges such as loan assumption fees, loan transfer fees or other similar charges not to exceed 1 percent of the loan amount without itemization of the lender's administrative charges, if the charges are assessed in lieu of a loan origination fee and reflects charges for services like those covered by a loan origination fee;
  - ❖ Cost of preparing credit reports;
  - ❖ Mortgage and transfer taxes;
  - ❖ State revenue stamps;
  - ❖ Other fees and charges similar in nature to those listed in paragraphs (f)(1) through (f)(5) of this section, unless specifically prohibited in §302-11.202;
  - ❖ Charge for prepayment of a mortgage or other security instrument connected with the sale of the residence at the old official station to the extent the terms in the mortgage or other security instrument provide for this charge. This prepayment penalty is also reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender, but in that case the reimbursement may not exceed 3 months' interest on the loan balance;
  - ❖ Mortgage title insurance policy, paid by you, on a residence you purchased for the protection of, and required by, the lender;
  - ❖ Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of the property; or if the cost of the owner's title insurance policy is inseparable from the cost of other insurance which is a prerequisite;
    - ❖ Expenses connected with construction of a residence, which are comparable to expenses that are reimbursable with the purchase of an existing residence;
    - ❖ Expenses connected with environmental testing and property inspection fees when required by Federal, State, or local law; or by the lender as a precondition to sale or purchase; and
    - ❖ Other expenses of sale and purchase made for required services that are customarily paid by the seller of a residence at the old official station or if customarily paid by the purchaser of a residence at the new official station.

### 9.3. Identifying Non-Reimbursable Expenses

Your agency will not pay:

- ❖ Any fees that have been inflated or are higher than normally imposed for similar services in the locality;
- ❖ Broker fees or commissions paid connected with the purchase of a home at the new official station; Owner's title insurance policy, "record title" insurance policy, mortgage insurance or

insurance against loss or damage of property and optional insurance paid for by you connected with the purchase of a residence for your protection;

- ❖ Interest on loans, points, and mortgage discounts;
- ❖ Property taxes;
- ❖ Operating or maintenance costs;
- ❖ Any fee, cost, charge, or expense determined to be part of the finance charge under the Truth in Lending Act, Title I,

Pub. L. 90-321, as amended, and Regulation Z issued by the Board of Governors of the Federal Reserve System (12 CFR part 226), unless specifically authorized in §302-11.200;

- ❖ Expenses that result from construction of a residence, except as provided in §302-11.200(f) (10); and Losses, see §302- 11.304.

## 9.4. Home Purchase

The home you purchase must be the home you will commute to and from work daily. You and/or your immediate family member must be the only individuals on title or your reimbursement may be reduced on a pro rata basis. The government will reimburse your customary and reasonable purchase transactions. The reimbursement cannot exceed five percent of the actual purchase price of a residence at the new official station. You will have to purchase and submit for reimbursement within 1 year of your report date.

Credits or Grants on the Closing Disclosure Document (CDD) formerly HUD1 settlement statement.

Any credit or grant on the CDC that is not itemized will require a letter from the lender or title company providing an explanation of the credit and what it covers. As you are negotiating your purchase, please keep in mind, credits on the CDC may reduce the total amount authorized for reimbursement. For example, if your reimbursable closing costs are

\$5,000 and you receive a \$3,000 credit on your CDC towards closing costs or a generic credit on the CDC, your reimbursable total will be reduced to \$2,000 after the credit has been deducted.

Remember, the following signed documents are needed to be reimbursed:

- ❖ Copy of the Closing Disclosure Document (CDD) and any addendums to CDD,
- ❖ Sales and /or purchase agreement contract,
- ❖ Any other invoices or receipts for other costs paid outside of closing.

## 10. Household Goods

This section will help you determine the answer to the following questions:

- ❖ How will you be reimbursed for the shipment of your household goods?
- ❖ Who will pack and inventory your household goods?
- ❖ How long may your goods remain in temporary storage?

An employee only qualifies for reimbursement associated with shipment and temporary storage of household goods when those goods are shipped from the residence from which he / she commutes to and from work daily. If your family lives in a residence other than the one from which you commute, you are not eligible for shipment or storage of household goods from that residence. This rule applies to all relocation types, including new appointees transferring into public service from the private sector.

The maximum weight allowance you are authorized for household effects and personal goods is 18,000 pounds. You must pay for any shipping and temporary storage charges more than the 18,000-pound limit.

If you are completing a CONUS move, you may ship your household goods using the following methods:

- ❖ Method 1: Shipment by VA's Moving Provider (MP).
- ❖ Method 2: Self-Shipment (DITY move).
- ❖ Method 3: Combination of both.

Under the VA's Moving Provider method, your PCS Counselor will send a copy of the final Travel Authority and initiate a Bill of Lading with VA's Moving Provider, who will contact you within two business days after receiving and processing the Bill of Lading for in depth counseling. The VA's Moving Provider will pack, ship, store, deliver, and unpack your goods in one lot. Under this method, VA pays the directly and you incur no up-front costs, if you stay within the 18,000-pound weight limit.

**NOTE:** *You can ship up to 18,000 lbs. and can have up to 60 days of temporary storage. Additional storage not to exceed 150 days requires agency approval with appropriate justification.*

You are permitted to transport household goods, including furniture, appliances, clothing, books, equipment, snowmobiles, and vehicles with two or three wheels (e.g., motorcycle, moped) that belong to you and your immediate family. The following items will **not** be included in the shipment of HHG:

- ❖ Automobiles, trucks, vans and similar motor vehicles.
- ❖ Boats that do not easily fit into the commercial carrier's moving van.
- ❖ Airplanes or gliders.
- ❖ Farm vehicles
- ❖ Major vehicle parts (i.e. engines)
- ❖ Live animals
- ❖ Cord wood and building materials
- ❖ Alcoholic beverages
- ❖ Flammable and/or explosive materials.

If you need to schedule time off or take leave to be at your residence when the carrier picks up your household goods, you must contact your supervisor and Human Resources office for all administrative leave requests.

## 10.1. Self-Shipment (Do it yourself move)

A DITY (Do-It-Yourself) move is one in which a traveler chooses to move all his/her household goods by renting a moving vehicle or hiring professional movers. This would also include the use of PODS (Portable on Demand Storage), which are for moving & storage.

Whether the traveler chooses DITY, VA's Moving Provider (MP), or both, he/she must speak with a VA's Moving Provider counselor prior to movement of HHG.

Reimbursable costs under the self-shipment method include those associated with the following items:

- ❖ Truck rental.
- ❖ Trailer rental required to ship authorized household goods (not unauthorized items such as POVs or motorcycles).
- ❖ Fuel for rental vehicle (not POV).
- ❖ Packaging materials.
- ❖ Toll charges.

A traveler can do a full or partial do it yourself move (DITY). The VA will only pay up to 18,000 pounds to be moved. This is a combination of your DITY move and the VA's Moving Provider move. To be reimbursed for a DITY move, you must have the following:

- ❖ A paid in full receipt for the U-Haul Truck
- ❖ Inventory list
- ❖ Weight ticket showing the truck empty
- ❖ Weight ticket showing the truck full
- ❖ Receipts for gas
- ❖ Receipts for any tolls

§302-7.16 A DITY Move reimbursement is limited to the actual cost incurred, not to exceed what the Government would have incurred under the method selected by VA. A Partial DITY Move, if the total weight is close to the 18,000-maximum limit, the final invoice from the VA's Moving Provider will be required before paying the DITY Move amount to ensure that the limit is not exceeded.

## 10.2. Split Shipment Real-World Example

**Scenario:** Here is an example of a Split Move cost. Shipping 10,000 pounds of household goods from old duty station Tampa, FL to new duty station Austin, TX, but another 6,000 pounds of household goods are in storage in Memphis, TN. Will I be covered since I am under the maximum limit of 18,000 pounds?

**Answer:**

- ❖ Household goods movements are cost limited from Tampa, FL to Austin, TX in a one lot move.
- ❖ The VA's Moving Provider will look at the costs from all locations and based on the comparison of what it would cost to move 16,000 pounds from Tampa to Austin. That comparison will determine if the move will be fully covered or if a collection is needed.

The VA partners with a reliable Moving Provider that has been in business for many years; however, we realize that sometimes issues may occur. If you do encounter any problems, first, please contact your MP counselor immediately.

To launch formal Complaints with the VA's Moving Provider, you will receive an email from [GSAMOVEHELP@gsa.gov](mailto:GSAMOVEHELP@gsa.gov) to submit GSA Form 3080 (Move Survey). In addition, you can also contact the VA – PCS Travel Office.

### 10.3. Temporary Storage of Your Household Goods

You are entitled to store your household goods in temporary storage for up to 60 calendar days when relocating within CONUS. Storage of household goods is treated as taxable income and will be included as gross income on your Leave and Earnings statement. You may request to extend temporary storage of your goods for an additional period not to exceed a total of 150 days by contacting your PCS counselor who will submit a memo with your justification to your AO for review and approval. If the request the AO approves the extension, the authorization must be documented as an amendment to your Travel Authorization.

Circumstances beyond your immediate control, which could justify additional storage time, include the following:

- ❖ The unavailability of suitable, affordable housing within 25 miles of the duty station.
- ❖ A delay in constructing a new residence.
- ❖ The serious illness of an employee or illness / death of an immediate family member.
- ❖ Acts of nature beyond the control of the employee.

Under no circumstances may the government provide reimbursement for temporary storage of household goods for a period of more than 150 days for moves within CONUS.

Extended storage of HHG belonging to an employee transferred or a new appointee assigned to an official station at an isolated location in CONUS may be allowed only when it is clearly justified under the conditions in this part and is not primarily for the convenience, or at the request of, the employee or the new appointee.

Your HHG may be stored either in:

- ❖ Available Government-owned storage space; or
- ❖ Suitable commercial storage space obtained by the Government if:
- ❖ Government-owned space is not available, or
- ❖ Commercial storage space is more economical or suitable because of location, transportation costs, or for other reasons

## 11. Understanding the Tax Implications of Your Move

This section will help you determine answers to the following questions:

- ❖ What is the withholding tax allowance (WTA)?
- ❖ What is the relocation income tax allowance (RITA)?
- ❖ How will moving impact my taxes?

As discussed throughout this handbook, reimbursement of certain expenses is considered taxable income by the IRS. The IRS considers the expenses associated with the following activities taxable throughout your move:

- ❖ Taking a house-hunting trip (transportation, rental car, and per diem).
- ❖ En-route travel M&IE.
- ❖ Storing your household goods at a storage facility.
- ❖ Non-temporary storage of household goods.
- ❖ Selling your residence without the assistance of a relocation services vendor.
- ❖ Receiving a home marketing incentive payment.
- ❖ Staying in temporary quarters (i.e., lodging and M&IE).
- ❖ Closing on your new residence.
- ❖ Incurring miscellaneous expenses associated with your move.
- ❖ WTA and RITA.

**Exception:** Home sale program, Buyer Value Option (BVO), remain non-taxable.

Any taxable reimbursements you receive within a given calendar year for relocation-related activities will be included on your Wage and Tax Statements (W-2s) as wages, tips, and compensation (i.e., gross income). The government uses two allowances to help offset the additional federal taxes you will owe because of these activities: the WTA and RITA. The WTA will be calculated and paid at a rate of 22% to offset the Federal taxes that are withheld each time a travel voucher is paid. You must identify on each travel voucher you submit if you want to receive the WTA or not. WTA allowances apply only to Federal taxes; any state and local taxes if applicable, FICA, and Medicare will be deducted from the reimbursement. The WTA is considered as part of your overall Relocation Income Tax (RIT) allowance.

The RITA claim is filed to determine the actual RITA for the reimbursed expenses. The VA pays you the difference between the WTA received on your travel vouchers and the actual amount of the RITA. Occasionally, the WTA received can be greater than the actual RITA and in this case, you will owe the difference to the VA and a bill of collection will be issued.

Since the WTA is calculated using the 22% Federal tax bracket regardless of your actual bracket, it is possible you may be reimbursed more via WTA than allowed by RITA. If this is the case, you will receive a Bill of Collection for the overpayment of the WTA. If the RITA calculation determines you did not receive enough WTA, you will receive a payment for the difference.

FSC will notify you when to complete the RITA claim and a News Flash is issued giving you more information on how to file. You can expect to see the News Flash around the end of April. Filing your RITA claim is a requirement. If you chose the WTA and do not file a RITA claim, a bill of collection will be issued for the entire amount of the WTA. The RITA is based upon the actual amount you owe. Specific questions regarding your personal tax liability should be addressed by a professional tax preparer, not your PCS Counselor.

## 12. Filing for Reimbursement

All claims are required to be completed using the PCS Travel Portal. If you would like to receive assistance on how to submit your claims, please contact Claims Department at 512-460-5700 option 2.

Per FTR have a year to utilize your entitlements. Per VA Policy you should submit your claim within 5 business days of the incurred expense. The claims take less than 5 minutes.

**NOTE:** A user-friendly guide is located for your convenience in the Portal in the upper right corner under the **HELP** tab. You will find a “how to” pdf on each entitlement to submit your claims.

- ❖ From the PCS Travel Portal, select **Help > Traveler > Claims** to process a claim. Ensure to include any receipts.

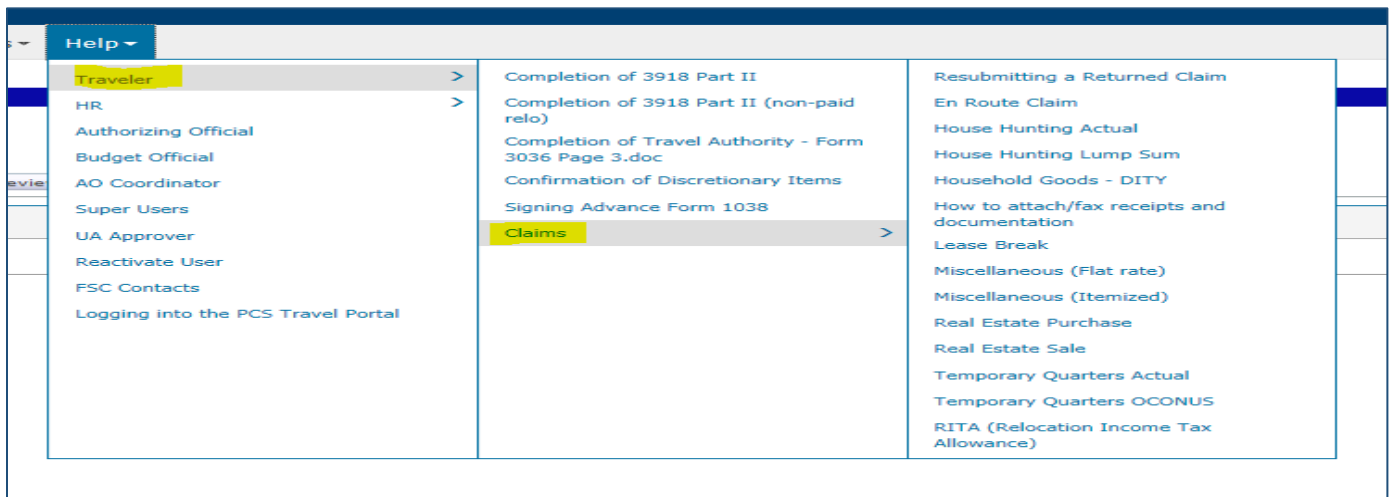


Figure 2. Claims processing



## 13. FTR Frequency Asked Questions (FAQ)

1. §302-3.202 If my immediate family member and I both transfer to the same official station, may we both claim the same relocation allowances for the same non-employee family member?

No, when both you and your immediate family member transfer in the interest of the Government, you must provide your agency with the name(s) of non-employee family member(s) who will receive allowances under each of your TA. Only one of you may claim allowances for a non-employee member(s) of your immediate family (non-employee members may only be on one TA).

2. §302-3.505 How long must an employee to agree to the terms of a service agreement?

- ❖ **Within the continental United States for a period of service of not less than 12 months following the effective date of your transfer;**
- ❖ **Outside the continental United States for an agreed upon period of service of not more than 36 months or less than 12 months following the effective date of transfer.**

3. **§302-3.5 If I travel to my first official station before I have been appointed, will I be reimbursed for my relocation expenses?**

You may not be reimbursed for relocation expenses incurred before you have been appointed to a Federal position and signed an agreement to remain in Government service for 12 months after appointment.

4. §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.

5. **§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.

6. §302-4.204 If my spouse or domestic partner does not accompany me but travels unaccompanied at a different time, what per diem rate will he/she receive?

If your spouse or domestic partner 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.

7. §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.

8. §302-5.4 Who is not eligible for a house hunting trip expenses allowance?

New appointees and employees assigned under the Government Employees Training Act (5 U.S.C. 4109) are not eligible for a house hunting trip expenses allowance.

9. §302-5.9 May my spouse and I perform separate house hunting trips at Government expense?

Yes, however, your reimbursement will be limited to the cost that would have been incurred if you and your spouse had traveled together on one round trip.

10. §302-5.10 How soon may I and/or my spouse begin a house hunting trip?

You may begin your house hunting trip as soon as your agency has notified you of your transfer **and issued a travel authorization** for a house hunting trip. To take maximum advantage of your trip, however, it is very important that you become familiar as quickly as you can with your new official station area (e.g., housing market conditions, school locations, etc.). If you are selling your residence at your old official station, you should not begin your house hunting trip until you have a current appraisal of the value of the residence so that you can more accurately determine the appropriate price range of residences to consider during your house hunting trip.

11. §302-5.12 When must my house hunting trip be completed?

You and/or your spouse must complete your house hunting trip as indicated in the following table:

For	Your house hunting trip must be completed by
You	The day before you report to your new official station
Your spouse	The earlier of: <ul style="list-style-type: none"> <li>• The day before your family relocates to your new official station</li> <li>• The day before the maximum time for beginning allowable travel expires (see <b>§302-2.100</b>).</li> </ul>

12. §302-5.18 May I retain any balance left over from my house hunting reimbursement if my lump sum is more than adequate to cover my house hunting trip?

Yes, if your lump sum house hunting amount is more than adequate to cover your house hunting expenses any balance belongs to you.

13. **§302-6.4 Am I eligible for a TQSE allowance?**

Only if you meet the following criteria:

- ❖ Your new official station is located within the United States; and
- ❖ Your old and new official stations are 50 miles or more apart (as measured by map distance) via a usually traveled surface route.
- ❖ If you are an employee who is authorized to transfer.

14. **§302-6.9 Where may I/we occupy temporary quarters at Government expense?**

You and/or your immediate family may occupy temporary quarters at Government expense within reasonable proximity of your old and/or new official stations. Neither you nor your immediate family may be reimbursed for occupying temporary quarters at any other location, unless justified by special circumstances that are reasonably related to your transfer.

15. **§302-6.104 How long may I be authorized to claim actual TQSE reimbursement?**

Your agency may authorize you to claim actual TQSE in increments of 30-days or less, not to exceed 60 consecutive days. However, if your agency determines that there is a compelling reason for you to continue occupying temporary quarters after 60 consecutive days, it may authorize an extension of up

to 60 additional consecutive days. Under no circumstances may you be authorized reimbursement for actual TQSE for more than a total of 120 consecutive days.

**16. §302-6.105 What is a “compelling reason” warranting extension of my authorized period for claiming an actual TQSE reimbursement?**

- ❖ Delivery of your household goods to your new residence is delayed due to strikes, customs clearance, hazardous weather, fires, floods or other acts of God, or similar events.
- ❖ You cannot occupy your new permanent residence because of unanticipated problems (e.g., delay in settlement on the new residence, or short-term delay in construction of the residence).
- ❖ You are unable to locate a permanent residence which is adequate for your family’s needs because of housing conditions at your new official station.
- ❖ Sudden illness, injury, your death or the death of your immediate family member; or
- ❖ Similar reasons. A “compelling reason” is an event that is beyond your control and is acceptable to your agency. Examples include, but are not limited to when:

**17. §302-6.106 May I interrupt occupancy of temporary quarters?**

- ❖ For the time allowed for en-route travel between the old and new official stations; Yes, your authorized period for claiming actual TQSE reimbursement is measured on consecutive days, and once begun, normally continues to run if you occupy temporary quarters. You may, however, interrupt your authorized period for claiming actual TQSE reimbursement in the following instances:
- ❖ For circumstances attributable to official necessity such as an intervening temporary duty assignment or military duty; or
- ❖ For a non-official necessary interruption such as hospitalization, approved sick leave, or other reason beyond your control and acceptable to your agency.

**18. §302-6.109 May the period for which I am authorized to claim actual TQSE reimbursement for myself be different from that of my immediate family?**

No, the eligibility period for which you are authorized to claim actual TQSE reimbursement for yourself and for each member of your immediate family must run concurrently.

**19. §302-6.111 May I and/or my immediate family occupy temporary quarters longer than the period for which I am authorized to claim actual TQSE reimbursement?**

Yes, but you will not be reimbursed for any of the expenses you incur during the unauthorized period.

**20. §302-7.3 May HHG be transported or stored in more than one lot?**

Household goods may be transported and stored in multiple lots, however, your maximum HHG weight allowance is based upon shipping and storing all HHG as one lot.

**21. §302-7.4 Who pays for shipping professional books, papers, and equipment (PBP&E)?**

The agency may pay for shipping PBP&E as a discretionary item. When authorized, shipping PBP&E is considered an administrative cost to the agency. However, for ease of administration in calculating this allowance, PBP&E should be included as part of the HHG shipment, if possible. That is, if the net weight of the HHG plus the PBP&E is less than 18,000 pounds, the agency should ship the items together and pay for the HHG shipment in one payment.

**22. §302-7.6 What are the authorized origin and destination points for the transportation of HHG and PBP&E.**

The authorized origin and destination points for the transportation of HHG and PBP&E vary by category of employee and are listed in the following table:

**Table 9. Transportation of HHG and PBP&E**

<b>Category of Employee</b>	<b>Authorized Origin/Destination</b>
Employee transferred between official stations	Between the old and new official stations (Including to/from extended storage location when authorized).
New appointee	From place of actual residence to new official station (including to location of extended storage when authorized).
Employee returning from outside CONUS assignment for separation from Government service	Last official station and extended storage location, when authorized, to place of actual residence.
Employee authorized separation travel at Government expense to actual residence but retiring at the OCONUS official station or an alternate location.	From any location including actual residence and extended storage location to any other location (including the OCONUS official station), not to exceed the constructive transportation cost from the official station and extended storage location (respectively) to the actual residence.
SES last move home benefits.	From the last official station and extended storage location, when authorized, to the place of selection.
Temporary change of official station (TCS)	From the current official station to the TCS location and return (includes to and from extended storage location when authorized).

<b>Transportation of HHG and PBP&amp;E</b>	
<b>Category of employee</b>	<b>Authorized origin/destination</b>
(a) Employee transferred between official stations.	Between the old and new official stations (including to/from extended storage location when authorized).
(b) New appointee.	From place of actual residence to new official station (including to location of extended storage when authorized).
(c) Employee returning from outside CONUS assignment for separation from Government service.	Last official station and extended storage location, when authorized, to place of actual residence.
(d) Employee authorized separation travel at Government expense to actual residence but retiring at the OCONUS official station or an alternate location.	From any location, including actual residence and extended storage location to any other location (including the OCONUS official station), not to exceed the constructive transportation cost from the official station and extended storage location (respectively) to the actual residence.
(e) SES last move home benefits.	From the last official station and extended storage location, when authorized, to the place of selection.
(f) Temporary change of official station (TCS).	From the current official station to the TCS location and return (includes to and from extended storage location when authorized).

23. §302-7.7 May the origin and destination points be other than that prescribed in §302-7.6?

Yes, shipments may originate or terminate at any location; however, your reimbursement is limited to the cost of transporting the property in one lot from the authorized origin to the authorized destination.

24. §302-9.302 How many POV's may I be authorized to transport within CONUS?

You may be authorized to transport only the number of POVs equal to the number of people on the relocation travel orders, who are licensed drivers, not to exceed two, while relocating within CONUS at Government expense under this Chapter. Your agency must determine that such transportation is advantageous and cost effective to the Government in accordance with §302-9.301. A vehicle may not be shipped as PBP&E.

**25. §302-11.21 How long do I have to submit my claim for reimbursement of expenses incurred relating to my residence transactions?**

Your claim for reimbursement should be submitted to your agency as soon as possible after the transaction occurred. However, the settlement dates for the sale and purchase or lease termination transactions for which reimbursement is requested must occur not later than 1 year after the day you report for duty at your new official station. (§302-11.23)

**26. §302-11.103 How will I be reimbursed if I or a member of my immediate family do not hold full title to the property for which I am requesting reimbursement?**

If you or a member of your immediate family do not hold full title to the property for which you are requesting reimbursement, you will be reimbursed on a pro rata basis to the extent of your actual title interest plus your equitable title interest in the residence.

**27. §302-11.300 Is there a limit on how much my agency will reimburse me for residence transactions?**

Yes, your agency will reimburse you no more than:

- ❖ **Ten percent of the actual sales price for the sale of your residence at the old official station; and**
- ❖ **Five percent of the actual purchase price of the residence for the purchase of a residence at the new official station.**

**28. §302-11.321 How will I be reimbursed when I share a lease with someone else?**

When you share a lease with someone else you will be reimbursed on a pro rata basis for that portion of the lease that you are responsible for.

**29. §302-16.102 What amount may my agency reimburse me for miscellaneous expenses?**

The following amounts will be paid for miscellaneous expenses without support or documentation of expenses.

- ❖ Either \$650 or the equivalent of one week's basic gross pay, whichever is the lesser amount, if you have no immediate family relocating with you; or
- ❖ \$1,300 or the equivalent of two weeks' basic gross pay, whichever is the lesser amount, if you have immediate family members relocating with you.

**30. §302-17.20 What is the purpose of the WTA?**

The purpose of the WTA is to protect you from having to use part of your relocation expense reimbursements to pay Federal income tax withholding; it does not cover state taxes, local taxes, Medicare taxes, or Social Security taxes

**31. §302-17.30 What is the purpose of the RITA?**

The purpose of the RITA is to reimburse you for any taxes that you owe that were not adequately reimbursed by the WTA. The WTA calculation is based on the 25 percent income tax withholding rate applicable to supplemental wages. This may be higher or lower than your actual tax rate. The RITA, on the other hand, is based on your marginal tax rate, determined by your actual taxable income and filing status, which allows your agency to reimburse you for substantially all your Federal

income taxes. The RITA also reimburses you for any additional state and local taxes that you incur because of your relocation, because they are not reimbursed in the WTA process.

**32. §302-2.7 What happens if I attempt to defraud the Government?**

If you attempt to defraud the Government, you forfeit reimbursement and you may be subject under 18 U.S.C. 287 and 1001 to one, or both, of the following:

- ❖ A fine of not more than \$10,000, and/or
- ❖ Imprisonment for not more than 5 years.

**33. §302-2.15 Will I be penalized for violation of my service agreement?**

Yes, if you violate a service agreement (other than for reasons beyond your control and which must be accepted by your agency), you will have incurred a debt due to the Government and you must reimburse all costs that your agency has paid towards your relocation expenses including withholding tax allowance (WTA) and relocation income tax (RIT) allowance.

## 14. PCS Top Frequently Asked Questions (FAQ)

### 1. Who do I contact if my PCS Counselor is out-of-office?

At times, your PCS Counselor may be out-of-office. Please rest assured, we have a team of PCS counselors that are available to assist you. To reach any PCS Counselor, please call: (512) 460-5700 Option 1

### 2. Will all my moving/relocation expenses be covered for my authorized PCS relocation?

Your relocation entitlements are authorized in accordance with the Federal Travel Regulations and VA Travel Policy. The PCS entitlements will help lessen some of the financial burden of relocating, but the reimbursements will not necessarily cover 100% of the expenses you may incur. Taxes will also be withheld from all taxable reimbursements.

### 3. When will I receive my travel authority, so I can start incurring expenses for my relocation?

Our goal is to issue your travel authority within 1 work week. Please take note, issuance of your approved Travel Authority is dependent on all parties completing their role in the PCS Travel Portal timely. The key contributors include: HR, VA Station, Budget Official, VA-FSC PCS Travel, Approving Official (approvals), and the VA employee (providing discretionary items to PCS counselor). At times, a delay could occur if a key contributor is unavailable or unable to complete their role timely in the PCS Travel portal.

### 4. When am I authorized to start incurring travel expenses for my relocation?

Per VA Travel policy, please remember PCS travelers should not incur expenses until TA is approved. PCS reimbursements may be denied if traveler incurred expenses prior to receiving travel authority, which could result in financial hardship for the traveler.

### 5. When will I receive a call from the VA's Moving Provider to schedule my pack/ship date of my Household Goods (HHG)?

Once your travel authority is published approved, a representative from the VA's Moving Provider will contact you within 2 business days to schedule the pack/ship dates of your HHGs.

### 6. Am I authorized Household Goods (HHG) storage after 150 days?

Per VA Travel Policy and Federal Travel Regulation, under no circumstances may goods be stored in temporary storage for a period of more than 150 calendar days total (60 days initial authorization plus up to 90 days extended storage if authorized) for shipments from CONUS to CONUS locations, or more than 180 calendar days total (90 days initial authorization plus up to 90 days extension) for shipments that include OCONUS origin or destination.

### 7. If I receive a travel pay advance, when do you start collecting these funds?

Advances are required to be collected when any type of payment is processed. All advances will be offset by all travel claims, this means that when you submit for any type of reimbursement (i.e. En-route, House Hunting, Miscellaneous Expense Allowance, Temporary Quarters, etc.), then all reimbursements will be applied to the outstanding advance balance, less tax, until the advances are reconciled in full.

### 8. What happens if I am TDY and offered a job with a paid relocation?

When an employee is TDY and accepts a position with a paid relocation package, the employee must return to his/her original station upon "final job offer" acceptance which is required to terminate the TDY period and start the PCS process. The VA-FSC PCS Office cannot start processing the employee's PCS until the employee returns to his/her duty station.

**9. What is Withholding tax allowance (WTA) and Relocation Income Tax Allowance (RITA) and how does it relate to my reimbursable expenses?**

Withholding Tax Allowance (WTA) is to protect the relocating employee from having to use a substantial part of their moving expense reimbursements for the withholding of taxes. Should you elect WTA, a partial allowance called a withholding tax allowance (WTA) will be calculated and paid at a rate of 25% to offset the Federal taxes that are withheld each time a travel voucher is paid. WTA allowances apply only to Federal taxes. The WTA is considered an advance of Relocation Income Tax allowance (RITA). The RITA claim is filed to determine the actual RITA for the reimbursed expenses. The VA pays you the difference between the WTA received on your travel vouchers and the actual amount of the RITA. If WTA received is greater than the actual RITA, this will result in bill of collection.

**10. How do I file my PCS claim?**

All claims are required to be completed using the PCS Travel Portal. Once in the PCS Travel Portal, a help guide with step-by-step instructions is located on the upper right-hand corner of the page. In addition, if you would like to receive training on how to submit your claims, please contact the claims team at 512-460-5700 option 2 or [VAFSC.PCSTravelClaims@va.gov](mailto:VAFSC.PCSTravelClaims@va.gov).

**11. What are some reasons that will result in my Temporary Quarters (TQ) to end?**

Per VA Travel Policy - VA may authorize TQSE/AE for a limited time until a permanent residence has been secured. If purchasing a home, the VA may authorize reimbursement of TQ for a period up to midnight of the day prior to occupying permanent quarters, but no later than midnight of the third business day after the closing date on a purchase of permanent quarters, or lease effective date (FTR §302-6.108). Another circumstance: Authorization for temporary quarters ceases when the employee takes full delivery of their household goods (HHG) regardless of the duration of a lease.

**12. Am I authorized annual leave or administrative leave for my PCS move?**

The employee's Supervisor may authorize admin leave; however, it's solely Supervisors discretion. VA Handbook 5011, Part III-27, Chapter 2 (pg. 46) reads as follows,

“Change in Facility “. An employee who is being transferred for the convenience of the Government from one VA facility to another may be excused without charge to leave for the time required, not to exceed 2 workdays, to plan for moving. If the employee is authorized absence not to exceed 10 calendar days to make a round trip in an official travel and duty status to find housing at the new location; time required for getting settled at the new location, not to exceed 1 workday, may be granted as excused absence without charge to leave. Where no advance round trip is made to the new location, the employee may be authorized absence not to exceed 5 workdays with no charge to leave to find housing and move into it within one year after the change in facility.

**13. What if I have a remaining balance on my Individual Billed Account (IBA) Travel Card or have additional questions the IBA?**

The individual card holder is responsible to pay the balance before the due date. For any questions relating to your IBA travel card, please contact your Agency/Organization Program Coordinator (A/OPC). We recommend you contact your losing A/OPC and gaining A/OPC as part of your out-processing/in-processing. Please refer to –VA Travel Policy Chapter 2: Government Travel Charge Card Program—for more information.

**14. Can I use non-conventional lodging accommodations (i.e. Airbnb) for my relocation?**

An “approved place of public accommodation” means a hotel, motel, or similar establishment that are listed by the Administrator of the Federal Emergency Management Agency (FEMA) as meeting the requirements of the fire prevention and control guidelines described in section 29 of the Federal Fire



Prevention and Control Act of 1974 (15 U.S.C. § 2225). **Non-conventional lodging options such as Airbnb, HomeAway, or similar non-conventional lodging option, are not an authorized lodging option during government paid relocations** (i.e. en-route lodging, house-hunting lodging, temporary quarters). The FTR provides, in 41 CFR § 301-11.12(a)(4), that non-conventional lodging includes "rooms not offered commercially but made available to the public by area residents in their homes," which appears to best fit the description of rooms offered on Airbnb or similar non-conventional lodging option. 41 CFR § 301-11.12(a)(4) states employees on official travel "may be reimbursed the cost of other types of lodging when there are no conventional lodging facilities in the area (e.g., in remote areas) or when conventional facilities are in short supply because of an influx of attendees at a special event (e.g., World's Fair or international sporting event)." As such, because the rooms offered on Airbnb or similar lodging option are non-conventional lodging, it should only be used if conventional lodging are unavailable or in short supply.

**15. Can I book a hotel through an online booking agent or 3<sup>rd</sup> party company (such as Hotwire or Priceline)?**

Lodging reimbursement is only authorized for hotel lodging obtained through an online booking agent or 3<sup>rd</sup> party company (i.e. Hotwire, Priceline) when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges:

- ❖ Daily hotel room costs;
- ❖ Daily hotel taxes; and,
- ❖ Daily miscellaneous fees, if applicable.

**NOTE:** *Service fees charged by the 3<sup>rd</sup> party company are not reimbursable.*

**16. Do I need to keep all my receipts for my relocation?**

Yes, you must keep all receipts for audit purposes regardless of whether the receipt(s) are needed to file for reimbursement.

## Appendix A. Acronyms

This table defines the acronyms used in the PCS Handbook.

<b>Acronym</b>	<b>Definition</b>
<b>AO</b>	Authorizing Official
<b>BO</b>	Budget and Finance Officer
<b>BVO</b>	Buyer Value Option
<b>CDD</b>	Closing Disclosure Document
<b>CONUS</b>	Continental United States
<b>DI</b>	Discretionary Items
<b>DITY</b>	Do It Yourself Move
<b>DR</b>	Direct Reimbursement
<b>FMS</b>	Financial Management System
<b>FTR</b>	Federal Travel Regulation
<b>GSA</b>	General Services Administration
<b>GTCC</b>	Government Travel Charge Card
<b>HHG</b>	Household Goods
<b>HHT</b>	House Hunting Trip
<b>HR</b>	Human Resources
<b>IRS</b>	Internal Revenue Service
<b>M&amp;IE</b>	Meals and Incidental Expenses
<b>MEA</b>	Miscellaneous Expense Allowance
<b>OCONUS</b>	Outside the United States
<b>PCS</b>	Permanent Change of Station
<b>POV</b>	Private Owned Vehicle
<b>RITA</b>	Relocation Income Tax Allowance
<b>MP</b>	VA's Moving Provider
<b>SES</b>	Senior Executive Service
<b>TA</b>	Travel Authority
<b>TCS</b>	Temporary Change of Station
<b>TDY</b>	Temporary Duty
<b>TQ</b>	Temporary Quarters
<b>TV</b>	Travel Voucher
<b>VA</b>	Department of Veterans Affairs
<b>WTA</b>	Withholding Tax Allowance

## Appendix B. Permanent Change of Station for New Appointees

This Employee Relocation Policy Guide briefly outlines the benefits and allowances you may be entitled to receive because of your change of official station. It is not a copy of the applicable regulations and has no directive authority. The regulations covering change of station transfers for civilian employees are found in the Federal Travel Regulations (FTR). A link to the Federal Travel Regulations can be found on [www.gsa.gov](http://www.gsa.gov).

The VA PCS Travel Section will provide you with entitlement counseling. The PCS Travel Section will also review your relocation claims and reimburse you for approved expenses.

The VA’s Moving Provider is the contractor who will assist you with the shipment and storage of your household goods.

The following forms are used to document your change of official station:

- ❖ VA Form 5-3918, Intra-Agency Transfer Request
- ❖ VA Form 5-4650, Notification of Personnel Action
- ❖ VA Form 70-3036c, Travel Authority for Permanent Duty
- ❖ SF 1012, Travel Voucher
- ❖ SF 1038, Application and Account for Advance of Funds
- ❖ VA Form 10091, FMS Vendor File Request Form

POLICY COMPONENTS	RESPONSIBILITIES	RESOURCES/REQUIRED FORMS
<p><b>Eligibility</b></p> <p>Must relocate to a duty station 50 miles or more from departure location.</p>	<ul style="list-style-type: none"> <li>• <b>New Hire</b> <ul style="list-style-type: none"> <li>♦ Employed with the Federal Government for the first time.</li> <li>♦ Returning to Government after a break in service.</li> <li>♦ Assigned to Government upon student trainee completion of college work.</li> <li>♦ Assigned to Government upon departing from DoD (uniformed) service.</li> </ul> </li> </ul>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• Department of Veterans Affairs (VA)</li> <li>• FTR 302-3.1</li> </ul>
<p><b>Travel Authorization</b></p> <p>The travel authorization is valid for one (1) year from the employee’s report date.</p>	<ul style="list-style-type: none"> <li>• <b>Human Resources (HR):</b> <ul style="list-style-type: none"> <li>♦ Facilitate the initial paperwork to start the relocation process. VA Form 5-3918 with service agreement will be initiated and completed electronically via the PCS Travel Portal.</li> </ul> </li> <li>• <b>Employee:</b> <ul style="list-style-type: none"> <li>♦ Electronically sign the service agreement via the PCS Travel Portal. Documentation and contact information forwarded to FSC via the web based system.</li> <li>♦ Complete and submit 10091 to provide banking information to FSC in order for the 3036 to be completed by PCS Travel Section. The 10091 is a document to provide banking information specifically for relocation expenses and is separate from the employee’s payroll information for direct deposit.</li> </ul> </li> <li>• <b>PCS Travel Section:</b> <ul style="list-style-type: none"> <li>♦ Assign a Travel Authority number for the traveler and begin relocation process.</li> <li>♦ Assign a counselor to counsel the employee on entitlements for the relocation per the FTR and VA policy for new appointees.</li> <li>♦ Complete and facilitate approval of the 3036 by the Approving Official (AO) PCS Travel Section.</li> </ul> </li> <li>• <b>AO:</b> Approve and sign the 3036 prior to incurring any expense for the relocation.</li> </ul>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• Human Resources (HR)</li> <li>• Approving Official (AO)</li> <li>• PCS Counselor</li> <li>• FTR 302-2</li> </ul> <p><b>FORMS:</b></p> <ul style="list-style-type: none"> <li>• 3918 – HR facilitates</li> <li>• Service Agreement (Page 2 of 3918) – HR facilitates</li> <li>• 3036 – PCS Counselor</li> <li>• 10091– Employee completes and submits to FSC per instructions on form</li> </ul>
<p><b>Advance of Funds</b></p>	<ul style="list-style-type: none"> <li>• <b>Employee:</b> <ul style="list-style-type: none"> <li>♦ May request advance for enroute travel only.</li> <li>♦ Electronically signs the 1038 in the PCS Travel Portal. Advance amount calculated by PCS Counselor.</li> <li>♦ 1038 routed electronically to AO for signature.</li> </ul> </li> <li>• <b>PCS Counselor:</b> Calculate the maximum advance amount and submits 1038 to employee via the PCS Travel Portal. Advance may be approved up to 75 percent of estimated expenses.</li> <li>• <b>AO:</b> <ul style="list-style-type: none"> <li>♦ Approve and sign 1038 via the PCS Travel Portal.</li> <li>♦ Fax approved 1038 to FSC for payment.</li> </ul> </li> <li>• <b>PCS Travel Section:</b> Advance funds to employee for enroute travel. Payment made within 7 business days from receipt of completed 1038. Offset advance against any and all PCS vouchers until the advance is liquidated.</li> </ul>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• PCS Counselor</li> <li>• Approving Official</li> <li>• FSC</li> <li>• FTR 302-2.20</li> </ul> <p><b>FORMS:</b></p> <ul style="list-style-type: none"> <li>• 1038 – PCS Counselor facilitates</li> </ul>

POLICY COMPONENTS	RESPONSIBILITIES	RESOURCES/REQUIRED FORMS
<p><b>Enroute Travel</b> <i>(Entitlement)</i></p> <p>Allowable per diem begins upon departure from old station vicinity and ends upon arrival at the new duty station vicinity.</p> <p>No per diem will be allowed for travel of 12 hours or less. Per diem is not authorized for dependants.</p>	<p><b>Employee:</b></p> <ul style="list-style-type: none"> <li>♦ Expected to drive 1 POV.</li> <li>♦ Mileage reimbursement is at a rate of \$.17 per mile effective 1/1/2017.</li> <li>♦ If your family travels at the same time, in separate vehicles, reimbursement will be based on 1 POV.</li> </ul> <p><i>Separate travel may be authorized if the employee must report to the new duty station and family must remain behind to complete school year, finalize relocation, etc. If separate travel is authorized, mileage will be authorized on the 1<sup>st</sup> and 2<sup>nd</sup> vehicle at a rate of \$.17 per mile.</i></p> <ul style="list-style-type: none"> <li>♦ Required to travel an average of 300 miles per day using the most direct route.</li> <li>♦ Allowed per diem for employee including actual meals and lodging per current CONUS rate: Per diem based on actual travel days, not the number of days authorized on 3036.</li> <li>♦ Reimbursed 75 percent of meals first and last day of travel.</li> <li>♦ Not reimbursed for lodging, meals and incidentals if in the corporate limits of new duty station.</li> <li>♦ May request air transportation as exception, approval required by AO, request made by PCS Counselor.</li> <li>♦ Use Receipt Requirements Document to complete Expense Report. Fax Expense Report to FSC after completion of enroute travel. FSC fax number is (512) 460-5103.</li> </ul> <ul style="list-style-type: none"> <li>• <b>PCS Counselor:</b> <ul style="list-style-type: none"> <li>♦ Counsel employee on Enroute Travel entitlement.</li> <li>♦ Complete 3036 based on information obtained from employee during counseling call, forward 3036 to AO for approval and to FSC for funding.</li> </ul> </li> <li>• <b>AO:</b> <ul style="list-style-type: none"> <li>♦ Approve and sign 3036 and 1012.</li> <li>♦ Fax approved claim to FSC for payment to employee.</li> </ul> </li> <li>• <b>PCS Travel Section:</b> <ul style="list-style-type: none"> <li>♦ Assist employee in completing Expense Report.</li> <li>♦ Prepare travel claim and 1012 – submit to traveler to sign.</li> <li>♦ Submit 1012 and Expense Report to AO for approval.</li> <li>♦ Audit claim and process payment to employee for approved expenses.</li> </ul> </li> </ul>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• PCS Counselor</li> <li>• Approving Official</li> <li>• PCS Travel Section</li> <li>• FTR Chapter 302-4</li> <li>• Receipts Requirements Document</li> </ul> <p><b>FORMS:</b></p> <ul style="list-style-type: none"> <li>• 3036 – PCS Counselor facilitates</li> <li>• 1012 - Employee completes, and Approving official signs</li> <li>• If family traveled with employee, state in block 12 of 1012</li> <li>• If separate travel authorized, submit a separate 1012 for employee and for dependants at the completion of each travel episode</li> </ul> <p><b>SUPPORTING DOCUMENTATION REQUIRED FROM EMPLOYEE:</b></p> <ul style="list-style-type: none"> <li>• Mileage</li> <li>• Airline ticket if flight authorized (itemized receipt)</li> <li>• All itemized and paid in full lodging receipts</li> </ul>

POLICY COMPONENTS	RESPONSIBILITIES	RESOURCES/REQUIRED FORMS
<p><b>Shipment of Household Goods:</b> <i>(Entitlement)</i></p> <p>Movement of HHG and personal effects belonging to the employee and immediate family members which may be transported from old to new location.</p> <p>Reimbursement for shipment of HHG is limited to 18,000 lbs.</p>	<ul style="list-style-type: none"> <li>• <b>Relocation service provider: Company contracted by VA to provide shipment and storage of HHG services.</b> <ul style="list-style-type: none"> <li>• Counsel employee on shipment and storage of HHG.</li> <li>• Responsible for movement of HHG, packing, loading, unpacking, and transporting of personal belongings.</li> <li>• Store HHG up to 60 days. Extension can be approved up to 150 days.</li> <li>• Issue invoice for the shipment and storage of HHG directly to the FSC for payment.</li> </ul> </li> <li>• <b>AO:</b> <ul style="list-style-type: none"> <li>• Approve memo for extension of HHG storage beyond 60 days when provided justification.</li> <li>• Approve shipment of car as a discretionary benefit.</li> </ul> </li> <li>• <b>VACO Transportation and Logistics Office:</b> Responsible VA office providing oversight for shipment and storage of HHG.</li> </ul> <p><b>Do It Yourself Move (DITY):</b></p> <ul style="list-style-type: none"> <li>• <b>Employee:</b> <ul style="list-style-type: none"> <li>• Responsible for keeping all receipts and weight tickets. Weight tickets must be provided reflecting both empty and full weight of vehicle.</li> <li>• Complete claim via the PCS Travel Portal.</li> <li>• Upload supporting documentation after completion of enroute travel.</li> <li>• FSC fax number is (512) 460-5103.</li> </ul> </li> <li>• <b>Relocation service provider:</b> <ul style="list-style-type: none"> <li>• Counsel employee on requirements of a partial DITY move.</li> </ul> </li> <li>• <b>PCS Counselor:</b> <ul style="list-style-type: none"> <li>• Complete cost comparison between costs of relocation service provider's shipping and storing HHG versus employee shipping and storing HHG. Must be cost advantageous to the Government.</li> <li>• Complete 3036 identifying DITY move.</li> <li>• Forward 3036 to AO for approval.</li> </ul> </li> <li>• <b>AO:</b> <ul style="list-style-type: none"> <li>• Approve and sign 3036 noting DITY move.</li> <li>• Approve and sign 1012.</li> <li>• Approve claim to FSC for payment to employee.</li> </ul> </li> <li>• <b>PCS Travel Section:</b> <ul style="list-style-type: none"> <li>• Assist employee in completing Expense Report, prepare claim and 1012 for traveler's signature.</li> <li>• Submit 1012 and Expense Report to AO for approval.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• Audit claim and process payment for approved expenses to employee.</li> </ul>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• Relocation service provider</li> <li>• AO</li> </ul> <p><b>FORMS REQUIRED FOR DITY MOVE</b></p> <ul style="list-style-type: none"> <li>• 1012 – Employee completes and AO signs</li> </ul> <p><b>SUPPORTING DOCUMENTATION REQUIRED FROM EMPLOYEE:</b></p> <ul style="list-style-type: none"> <li>• Gas Receipts</li> <li>• Weight Tickets (truck empty and full)</li> <li>• Packing Material Receipts</li> <li>• UHAUL Rental Receipt</li> </ul>

POLICY COMPONENTS	RESPONSIBILITIES	RESOURCES/REQUIRED FORMS
<p><b>Professional Books, Papers, and Equipment (PBP&amp;E)</b> <i>(Discretionary)</i></p>	<ul style="list-style-type: none"> <li>• <b>Employee:</b> <ul style="list-style-type: none"> <li>• Must be approved for shipment of PBP&amp;E prior to shipment of HHG.</li> <li>• Responsible for itemizing PBP&amp;E.</li> <li>• Submits written request for approval for shipping PBP&amp;E with itemized list to the AO.</li> </ul> </li> <li>• <b>Relocation service provider:</b> <ul style="list-style-type: none"> <li>• Counsels employee on shipment of PBP&amp;E.</li> <li>• Schedules shipment of PBP&amp;E.</li> </ul> </li> <li>• <b>AO:</b> <ul style="list-style-type: none"> <li>• Gaining station must receive an official written request for approval with an itemized list (this is provided by the transferring employee). Authorizing Official must certify that the inventoried property is necessary for the performance of the employee's professional duties and that VA would have to purchase like materials for the employees use if the items were not shipped as PBP&amp;E.</li> <li>• Furniture and like items are not classified as PBP&amp;E.</li> <li>• Approve shipment of PBP&amp;E.</li> </ul> </li> <li>• <b>VACO Transportation and Logistics Office:</b> Responsible VA office providing oversight for shipment of PBP&amp;E.</li> </ul>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• Relocation service provider</li> <li>• AO</li> <li>• FTR 302-7</li> </ul> <p><b>SUPPORTING DOCUMENTATION REQUIRED FROM EMPLOYEE:</b></p> <ul style="list-style-type: none"> <li>• Itemized list of PBP&amp;E</li> </ul>

## Appendix C. Permanent Change of Station for Renters and Home Owners

Policy Components	TRANSFERRED RENTER AND HOMEOWNER	RESOURCES/REQUIRED FORMS
<p><b>Eligibility and Travel Authorization Process</b></p>	<ul style="list-style-type: none"> <li>• Transfer for the convenience of the government.</li> <li>• New Official Station must be 50 miles further from the employee's current residence than old official station is from same residence.</li> <li>• Must complete all aspects of the relocation within 1 year of the effective date of transfer. If there are extenuating circumstances a 1-year extension may be granted. Approvals of extensions must be submitted no later than 30 calendar days after the expiration date unless this 30-day period is specifically extended by your agency.</li> <li>• The facility director must approve the extensions.</li> <li>• HR will facilitate the initial paperwork to start the relocation process. VA Form 5-3918 and service agreement will be initiated and completed electronically via the PCS Travel Portal.</li> <li>• Employee must electronically sign the VA Form 5-3918 via the PCS Travel Portal.</li> <li>• The VA Form 5-3918 will be forwarded to the VA PCS Travel Section in Austin by HR, to assign a Travel Authority number for the traveler.</li> <li>• PCS Counselor will counsel the employee and then complete and facilitate approval of the Travel Authority by the Approving Official.</li> <li>• <b>The Travel Authority (VA Form 70-3036c) must be approved and signed by the Approving Official prior to incurring any expense for the relocation. You cannot list your home prior to the 3036 being obligated.</b></li> <li>• The employee must complete and submit form VA Form 10091 to provide banking information to the PCS Travel Section. The employee's relocation cannot be obligated without completing and submitting the VA Form 10091 to the PCS Travel Section.</li> </ul>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• HR</li> <li>• Approving Official</li> <li>• PCS Travel Section</li> <li>• FTR 302-2</li> </ul> <p><b>FORMS:</b></p> <ul style="list-style-type: none"> <li>• VA Form 5-3918 – HR Facilitates</li> <li>• VA Form 70-3036c – FSC Facilitates</li> <li>• VA Form 10091 – Employee completes and submits to FSC per instructions on form</li> </ul>

Policy Components	TRANSFERRED RENTER AND HOMEOWNER	RESOURCES/REQUIRED FORMS
<p><b>Advance of Funds</b> <i>(Discretionary)</i></p> <p>Advances may be requested no earlier than 2 weeks prior to the expense being incurred.</p>	<ul style="list-style-type: none"> <li>• <b>Advances may be</b> issued for the following items:                         <ol style="list-style-type: none"> <li>1. En route travel – eligible for per diem &amp; transportation that is not covered by the station for employee and dependents if the employee does not have a GSA Government Travel Card to cover expenses.</li> <li>2. House hunting trip - employee &amp; spouse if the employee does not have a GSA Government Travel Card to cover expenses.</li> <li>3. Temporary Quarters – for subsistence expenses &amp; only issued in 30-day increments. <u>The employee cannot use the GSA Government Travel Card for TQSE under any circumstances.</u></li> </ol> </li> <li>• <b>May NOT</b> be issued for: miscellaneous expense, house hold goods, expenses related to real estate transactions &amp; non-expired leases or RIT allowance.</li> <li>• Employees who request an advance must receive approval from the Approving Official.</li> <li>• Advances are approved up to 75% of the estimated expense.</li> <li>• The PCS Counselor will complete Form 1038 (not to exceed the maximum authorized amount) and forward electronically to the employee for signature via the PCS Travel Portal.</li> <li>• The employee will electronically sign form 1038 via the PCS Travel Portal. The completed form will be routed to their PCS counselor in the travel portal.</li> <li>• The PCS Counselor will forward Form 1038 to the Approving Official for electronic signature via the PCS Travel Portal.</li> <li>• The Approving Official will return the signed 1038 to PCS Travel Team via the travel portal.</li> <li>• PCS Travel Section will make payment within 7 business days of receipt of the completed 1038 from Approving Official.</li> <li>• Employees <b>must not</b> use their GSA Government Travel Charge Card for Temporary Quarters.</li> <li>• The employee is responsible for the Travel Charge Card expenses when the bill is due.</li> <li>• Advances will offset <b>all</b> PCS vouchers until the advance is liquidated.</li> <li>• Advances will be reviewed 45 days after reporting.</li> </ul> <p><b>Reconciliation of Advances:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Request for additional advances:</b></p> <ul style="list-style-type: none"> <li>• If an employee is submitting for a 3rd advance, the 1st advance must be reconciled first or an exception must be sought and approved to receive the additional advance.</li> </ul> <p><b>Exception Requirements:</b></p> <ul style="list-style-type: none"> <li>• If TQSE must be pre- paid prior to filing the travel claim, the employee must outline the requirement in writing and submit to their counselor.</li> </ul>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• PCS Counselor – You may contact your counselor at 1-800-521-1985</li> <li>• Approving Official</li> <li>• PCS Travel Section</li> <li>• FTR 302-2.20</li> </ul> <p><b>FORMS:</b></p> <ul style="list-style-type: none"> <li>• SF 1038 – Advance Request Form</li> </ul>

Policy Components	TRANSFERRED RENTER AND HOMEOWNER	RESOURCES/REQUIRED FORMS
<p><b>House Hunting Trip (HHT)</b> (Discretionary) <i>Purpose:</i> To allow the employee and spouse to find a new residence before the actual move.</p> <p>May be authorized only when circumstances indicate that it is needed.</p> <p>Tax assistance is provided</p> <p>A house hunting trip <b>cannot be authorized</b> at the Government expense:</p> <ul style="list-style-type: none"> <li>If the distance (via a normally traveled route) from the <b>old to the new station is less than 75 miles.</b></li> <li>Until the date of transfer is established and the agreement to remain in Federal Service for twelve months is signed by the employee.</li> <li>Until the 3036 Travel Authority has been approved authorizing the trip.</li> </ul>	<ul style="list-style-type: none"> <li>The House Hunting Trip is a discretionary item which must be approved by the Approving Official in advance of the trip.</li> </ul> <p>In instances where house hunting trips are authorized, they may be authorized with the following limitations:</p> <ul style="list-style-type: none"> <li>Up to 10 calendar days for the employee and/or spouse (other dependents are not reimbursable) and must be round trip.</li> <li>Separate round trips by the employee and spouse <i>may</i> be allowed but cost may not exceed the cost of one round trip of the employee &amp; spouse traveling together.</li> <li>Must be completed prior to en route travel.</li> <li>Allowances for TQSE <i>will</i> be reduced or avoided if employee takes a HHT.</li> <li>Must use agency's existing Travel Management System (TMC) to make travel arrangements.</li> </ul> <p>Employee provided option of <b>lump sum</b> or <b>actual</b> expenses – PCS Counselor will provide a calculation to the employee for both lump sum and actual expenses. Employee must make binding selection prior to the 3036. This decision cannot be changed. AO will make final approval of method and number of days.</p> <p><b>Lump Sum:</b></p> <ul style="list-style-type: none"> <li>Lump Sum rate for one-person (employee or spouse) is calculated as: per diem (Locality rate) rate X 5</li> <li>Lump Sum rate for 2 travelers (employee and spouse) is calculated as: per diem (Locality rate) rate X 6.25</li> </ul> <p>The <b>Lump Sum</b> covers expenses for lodging, meals and incidentals. The employee may also be reimbursed for actual travel expenses to include airfare, rental car and gas, tolls, or mileage for traveling via a Privately-Owned Vehicle (POV). If mileage is between 75-250 miles, employee should drive their POV. If the mileage exceeds 250 miles, the employee should fly. If the lump sum method is authorized, 10 days will be deducted from first 30 days TQSE if authorized.</p> <p><b>Actual Rate:</b></p> <ul style="list-style-type: none"> <li>Actual rate for employee (or spouse without employee) is calculated as: per diem (CONUS rate) rate X # of days (not to exceed 10)</li> <li>Actual rate for spouse (with employee) is calculated as: per diem (CONUS rate) rate X 75% X # of days (not to exceed 10)</li> </ul> <p><b>Actual expenses</b> for employee &amp; spouse includes: per diem (lodging &amp; M&amp;IE), rental car and gas, tolls, parking, parking at airport for Private Owned Vehicle (POV) not to exceed the cost of one round trip via taxi from your residence to the common carrier terminal and from the common carrier terminal back to the residence, or mileage to and from the airport. If mileage is between 75-250 miles, employee should drive their POV. If the mileage exceeds 250 miles, the employee should fly. Reimbursement will be limited to actual costs incurred up to daily maximums for all expenses except meals. Meals are reimbursed at a flat rate based on locality rate applicable at time of travel. 1<sup>st</sup> and last day meals are at 75%. The actual number of days approved for the HHT will be deducted from the first 30 days TQSE.</p>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>PCS Counselor - You may contact your counselor at 1-512-460-5252</li> <li>FTR Chapter 302-5</li> <li>Relocation Receipts Requirements Document – this will provide detailed instructions for filing your claim</li> <li>Travel Management System</li> </ul> <p><b>EMPLOYEE REQUIRED FORMS:</b></p> <ul style="list-style-type: none"> <li>Expense Form</li> <li>SF 1012</li> </ul> <p><b>SUPPORTING DOCUMENTATION</b></p> <ul style="list-style-type: none"> <li>Itemized Lodging Receipts (paid in full) if actual reimbursement method selected</li> <li>Receipt for rental car</li> <li>Gas receipts</li> <li>Toll receipts</li> </ul>

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<p><b>HHT (continued)</b></p>	<p>(HHT Continued from page 4)</p> <p><b>REIMBURSEMENTS:</b></p> <ul style="list-style-type: none"> <li>The employee should file for reimbursement within 5 days of completing the house hunting trip following the instructions provided in the Relocation Receipts Requirements Document.</li> <li>If the employee has selected Actual Expense Reimbursement for the House Hunting Trip, the employee must submit the Expense Form and include supporting information and documentation.</li> <li>If the employee has selected Lump Sum Expense Reimbursement for the House Hunting Trip, the employee must submit the Expense Form requesting the Lump Sum Amount provided by PCS Counselor and traveling expenses incurred.</li> <li>Expenses including Expense Form and any required supporting documentation should be faxed to 512-460-5103 for processing.</li> <li>Claim will be prepared, a 1012 created and forwarded to employee and AO for signature.</li> <li>Upon receipt, PCS Travel Section will audit the expenses. Any expense that is not reimbursable or not supported with proper documentation will be suspended.</li> <li>The employee will have the opportunity to resubmit for reimbursement on suspended items that are authorized per the VA Travel Policy and FTR.</li> <li>PCS Travel Section will process the reimbursement to the employee.</li> <li>Advances will offset all PCS vouchers until the advance is liquidated.</li> </ul>	

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<p><b>Enroute Travel</b> <i>(Entitlement)</i></p> <p>Allowable per diem begins upon departure from old station vicinity and ends upon arrival at the new duty station vicinity.</p> <p>No per diem will be allowed for travel of 12 hours or less.</p> <p>Employee must travel an average of 300 miles per day using the most direct route to be eligible for per diem expenses.</p> <p>Tax assistance provided on taxable expenses.</p>	<p>Expected to drive 1 POV.</p> <ul style="list-style-type: none"> <li>Mileage reimbursement is at current rate per mile (regardless of number of travelers in the POV).</li> <li>If your family travels at the same time, in separate vehicles, reimbursement will be based on 1 POV.</li> </ul> <p><i>Separate travel may be authorized if the employee must report to the new duty station and family must remain behind to complete school year, finalize relocation, etc. If separate travel is authorized, mileage will be authorized on the 1<sup>st</sup> and 2<sup>nd</sup> vehicle at the current rate per mile.</i></p> <p>Allowable per diem includes meals and actual lodging expenses per CONUS rate:</p> <ul style="list-style-type: none"> <li>Employee (or spouse if traveling separately): 100% of CONUS rate</li> <li>Spouse: when accompanied by employee, ¾ of the amount allowed by employee.</li> <li>Additional members of the immediate family: Age 12-20, ¾ of the employee's allowance rate/ Age under 12: ½ of the employee allowance rate.</li> <li>Meals are reimbursed at 75% of the applicable rate for each traveler on the 1st and last day of travel.</li> <li>May request air transportation (using a Gov't travel charge card). This is an exception that requires approval by authorizing official &amp; request made by the PCS Counselor. Approval will be based on the most cost advantageous method to the Government. If air transportation is authorized, employee must use VA's existing Travel Management Center (TMC), currently Duluth, to make travel arrangements. You may contact them at 866-431-3800.</li> <li>Request for air transportation is not approved without an exception request signed by the Approving Official. The Travel Authority (3036c) will reflect the approval.</li> </ul> <p><b>REIMBURSEMENT:</b></p> <ul style="list-style-type: none"> <li>No later than 5 days after arrival at the new duty station, please submit your expenses including the Expense Form and any required supporting documentation by faxing to 512-460-5103 for processing.</li> <li>Claim will be prepared, a 1012 created and forwarded to employee and AO for signature.</li> <li>Upon receipt, PCS Travel Section will audit the expenses. Any expense that is not reimbursable or not supported with proper documentation will be suspended.</li> <li>The employee will have the opportunity to resubmit for reimbursement on suspended items that are authorized per the VA Travel Policy and FTR.</li> <li>PCS Travel Section will process the reimbursement to the employee.</li> <li>Advances will offset <u>any and all</u> PCS vouchers until the advance is liquidated.</li> </ul>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>PCS Counselor</li> <li>FTR Chapter 302-4</li> <li>Receipts Requirements Document</li> </ul> <p><b>EMPLOYEE REQUIRED FORMS:</b></p> <ul style="list-style-type: none"> <li>Expense Form</li> <li>SF 1012</li> </ul> <p>If family traveled with employee, state in block 12 of SF 1012</p> <p>If separate travel authorized, submit a separate SF 1012 for employee and for dependents.</p> <p><b>SUPPORTING DOCUMENTATION:</b></p> <ul style="list-style-type: none"> <li>Mileage</li> <li>Airline ticket if flight authorized (itemized receipt).</li> <li>All itemized and paid in full lodging receipts</li> <li>Meals may be claimed based on daily maximum per person and are reimbursed at a flat rate vs. actual meal cost per day.</li> </ul>

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<p><b>Miscellaneous Expense Allowance (MEA)</b> <i>(Entitlement)</i></p>	<ul style="list-style-type: none"> <li>Allowance to defray various costs related to discontinuing a residence at the old official station and establishing a residence at the new official station.</li> <li>Examples of items covered under the MEA, include but are not limited to: connecting/disconnecting appliances, cutting and fitting of rugs, draperies and curtains moved from one residence to another; transportation of pets, vehicle registration and driver's licenses.</li> <li>Transferring employee without an immediate family member is entitled to a lump-sum of \$650 or one-week basic pay, whichever is less. If claiming one-week basic pay, you must itemize your claim and submit all paid in full receipts.</li> <li>Transferring employee with an immediate family member(s) is entitled to a lump-sum of \$1300 or two weeks basic pay, whichever is less. If claiming one-week basic pay, you must itemize your claim and submit all paid in full receipts.</li> <li>If immediate family is traveling separately later, MEA may be requested at 50% of the allowance; the remainder can be claimed once the immediate family members complete their travel to the new station.</li> </ul> <p><b>REIMBURSEMENT:</b></p> <ul style="list-style-type: none"> <li>Within 5 days of arrival at new duty station, please submit your expenses including the Expense Form and any required supporting documentation by faxing to 512-460-5103 for processing.</li> <li>Claim will be prepared, a 1012 created and forwarded to employee and AO for signature.</li> <li>Upon receipt, PCS Travel Section will audit the expenses. Any expense that is not reimbursable or not supported with proper documentation will be suspended.</li> <li>The employee will have the opportunity to resubmit for reimbursement on suspended items that are authorized per the VA Travel Policy and FTR.</li> <li>PCS Travel Section will process the reimbursement to the employee.</li> </ul> <p>Advances will offset all PCS vouchers until the advance is liquidated</p>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>PCS Counselor</li> <li>FTR Chapter 302-16</li> <li>Receipt Requirements Document</li> </ul> <p><b>EMPLOYEE REQUIRED FORMS:</b></p> <ul style="list-style-type: none"> <li>Expense Form</li> <li>SF 1012</li> </ul> <p><b>SUPPORTING DOCUMENTATION:</b></p> <ul style="list-style-type: none"> <li>All itemized (paid in full) receipts if not claiming the lump-sum amount.</li> </ul>



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<p><b>Temporary Quarters Subsistence Expenses (TQSE)-</b> <i>(Discretionary)</i></p> <p>For Actual Expense:</p> <p>TQSE may be approved for a period up to 60 consecutive days by the Authorizing Official. Under compelling circumstances acceptable to the Agency, another 60-day TQSE period may be granted in 30 days increments. Under no circumstances can extensions be granted beyond 120 days.</p> <p>Tax Assistance is provided.</p>	<ul style="list-style-type: none"> <li>Employee provided option of lump sum or actual expenses. PCS Counselor will provide a calculation to the employee for both lump sum and actual expenses based on the applicable rate. <b>Employee must make binding selection prior to the 3036 being approved.</b> This decision cannot be changed.</li> <li>TQSE days will be reduced based on the house hunting trip number of days authorized.</li> <li>TDY days do not count as TQSE days. Once cannot claim TQSE meal amounts while in TDY status.</li> <li>Lump Sum Option – not to exceed 30 days (with no exceptions) for employee and family. TQ must be needed. Must enter in TQ to be eligible for Lump Sum TQSE.</li> <li>Lump Sum rate is calculated as: # of days X per diem (Locality rate) rate X 75% for employee</li> <li># of days X per diem (Locality Rate) X 25% for each dependent</li> <li>Actual Expense Option - for employee and family includes meals and lodging based on current CONUS rate, dry cleaning (itemized receipts required) and coin operated laundry.</li> <li>Reimbursement for 2nd, 3rd and 4th 30-day increments (when applicable), are at a reduced rate of 75%.</li> <li>Employee will be provided with the calculation for the difference in the 1st and subsequent TQ phases.</li> <li>The employee must submit a Memo with justification to the Approving Official if requesting TQSE beyond 60 days.</li> </ul> <p><b>REIMBURSEMENTS:</b></p> <ul style="list-style-type: none"> <li>If Lump Sum TQSE is authorized - employee will sign a Lump Sum Certification and SF1012 electronically via the PCS Travel Portal when confirming discretionary requests. Once the Travel Authority is approved and funded, Lump Sum TQSE will be issued no sooner than 5 business days prior to entering Temporary Quarters.</li> <li>If Actual reimbursement - must submit expenses in 30-day increments using the Expense Form and include supporting documentation and required receipts after expenses have been incurred.</li> <li>Employee should submit expense within 5 days of completing each 30-day increment of TQ.</li> <li>Expense Form and any required supporting documentation should be faxed to 512-460-5103 for processing.</li> <li>Claim will be prepared, a 1012 created and forwarded to employee and AO for signature.</li> <li>Upon receipt, PCS Travel Section will audit the expenses. Any expense that is not reimbursable or not supported with proper documentation will be suspended.</li> <li>The employee will have the opportunity to resubmit for reimbursement on suspended items that are authorized per the VA Travel Policy and FTR.</li> <li>PCS Travel Section will process the reimbursement to the employee. Advances will offset all PCS vouchers until the advance is liquidated.</li> </ul>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>PCS Counselor</li> <li>FTR Chapter 302-5</li> <li>Relocation Receipts Requirements Document</li> </ul> <p><b>EMPLOYEE REQUIRED FORMS:</b></p> <ul style="list-style-type: none"> <li>Expense Form</li> <li>SF 1012</li> </ul> <p><b>SUPPORTING DOCUMENTATION</b></p> <ul style="list-style-type: none"> <li>All Itemized (paid in full) Lodging Receipts if actual reimbursement method selected</li> <li>Itemized dry cleaning receipts</li> <li>Meal Receipts for individual meals exceeding \$75 per day</li> <li>Grocery receipts</li> <li>Itemized Expenses for actual reimbursement required</li> <li>Itemized daily meals</li> </ul>

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<p><b>Lease breakage</b></p>	<p><b>Lease Breakage</b></p> <ul style="list-style-type: none"> <li>Expenses incurred for settling a non-expired lease on the primary residence quarters at the old station. The residence must be where the employee commutes to and from work on a daily basis to be eligible.</li> </ul> <p>Reimbursement for Lease Breakage:</p> <ul style="list-style-type: none"> <li>Lease Breakage must be authorized on Travel Authority.</li> <li>Submit copy of lease agreement detailing lease breakage amount and receipt of payment PCS TRAVEL SECTION via fax @ 512-460-5103. PCS Travel Section can be reached at 800-521-1985 or 512-460-5125 for questions.</li> </ul> <p>PCS advances will be offset against <b>any and all</b> PCS vouchers until the advance is liquidated.</p>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>PCS Counselor</li> <li>FTR Chapter 302-11</li> <li>Receipts Requirements Document</li> </ul> <p><b>EMPLOYEE REQUIRED FORMS:</b></p> <ul style="list-style-type: none"> <li>Copy of the lease including all addendums</li> <li>Paid in full invoice</li> <li>Notice to vacate</li> <li>Letter that breaks down the expenses from landlord</li> <li>Letter from landlord each month confirming residence is still vacant</li> </ul>
<p><b>Rental Assistance in New Location</b></p>	<p>Costs associated with locating a rental (finder's fee or locator fee) are not reimbursable.</p>	<p><b>Not a reimbursable item</b></p>
<p><b>Purchase of New Residence</b> <i>(Entitlement)</i></p> <ul style="list-style-type: none"> <li>Employee must attend closing.</li> <li>Employee must pay expenses out of pocket and file for reimbursement after closing.</li> <li>Tax assistance provided on taxable but not on deductible expenses.</li> </ul> <p><b>Loan origination fee up to 1% (not tax assisted)</b></p>	<ul style="list-style-type: none"> <li>Must purchase and close property within one (1) year from report date.</li> <li>The new home must be the home that the employee commutes to and from work on a daily basis in order to be authorized for reimbursement.</li> <li>Reimbursed normal and customary closing costs not to exceed 5% of new home purchase price (see FTR policy for details)</li> </ul> <p>Reimbursement for New Home Closing Costs:</p> <ul style="list-style-type: none"> <li>Submit supporting documentation to PCS Travel Section within 5 days of closing via fax @ 512-460-5103.</li> <li>Claim will be prepared, a 1012 created and forwarded to employee and AO for signature.</li> <li>PCS Travel Section will audit the expenses. Any expense that is not reimbursable or if supporting information is not supplied, PCS Travel Section will suspend those items.</li> <li>The employee will have the opportunity to resubmit for reimbursement on suspended items that are authorized per the VA Travel Policy and FTR.</li> </ul> <p>PCS Travel Section will process the reimbursement to the employee. PCS advances will offset any and all PCS vouchers until the advance is liquidated.</p>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>PCS Counselor</li> <li>Houston Loan Guaranty</li> <li>FTR Chapter 302-11</li> </ul> <p><b>EMPLOYEE REQUIRED FORMS:</b></p> <ul style="list-style-type: none"> <li>1012 and Expense Form</li> <li>HUD (settlement statement) signed</li> <li>Receipts for all paid outside of closing (POC) expenses not identified on HUD</li> <li>Copy of signed purchase agreement</li> <li>Loan closing statements</li> </ul>

Policy Components	TRANSFERRED HOMEOWNER	RESOURCES/REQUIRED FORMS
<p><b>Home Marketing and Home Sale Assistance Program</b> <i>(Entitlement in lieu of Direct Reimbursement)</i></p> <ul style="list-style-type: none"> <li>• <b>Buyer Value Option (BVO) – Home Sale Option available to VA relocating employees.</b></li> <li>• <b>Program Benefits:</b> Allows employee to receive equity once closing is scheduled on current residence. Allows employee to move on to the new location as quickly as possible. No out of pocket expenses for agent commission/ customary seller closing costs. No need to attend closing.</li> <li>• <b>Tax Protected Program – Please discuss this with your home sale Consultant.</b></li> </ul>	<p>Decision must be made by the employee to utilize the home sale program prior to the completion of the Travel Authority (3036). This decision is final and is not subject to change.</p> <ul style="list-style-type: none"> <li>• Marketing Assistance is required as part of VA Home Sale Program.</li> <li>• Employee cannot list property prior to completion of Travel Authority (Form 3036). Employee will not be eligible for home sale benefits if they list prior to the obligation of the 3036.</li> <li>• The home must not have been listed previously by the Employee with another agent or as a "For Sale by Owner" within the last six months unless the home sale provider waives this requirement.</li> <li>• Employee must list property within 105% of the average of 2 most likely sale prices from 2 Broker Market Analyses (BMA). Property should be listed within 10 days of receiving the BMA. If a third BMA is required, the list price must be within 105% of the average of the 2 closest most likely sale prices from the BMAs, or all 3 if equidistant.</li> </ul> <p><b>Eligibility requirements</b> – the property must be legally owned by the employee as defined in the Federal Travel Regulation (FTR); employee must occupy and commute to and from on a daily basis (primary residence); the property must be completely constructed and comply with all local, state &amp; federal bldg, fire, health &amp; safety requirements; mobile homes qualify only if the axles are irreversibly removed, permanently affixed to a foundation, located on land owned by the employee, taxed &amp; financed as real estate. Employee or employee and immediate family as defined in the FTR must hold title to the residence.</p> <ul style="list-style-type: none"> <li>• Employee may delay start of BVO program for 90 days from initiation.</li> <li>• Employee actively participates in selling their residence.</li> <li>• Employee is required to use a home sale provider realtor at the old and new location.</li> <li>• The realtor must provide marketing updates to the home sale provider every two weeks.</li> <li>• Employee must execute the listing agreement and incorporate the Broker's Exclusion Clause into the listing agreement.</li> <li>• Employee must complete all required disclosures.</li> <li>• Employee must complete deed package.</li> </ul> <p>Employee cannot sign any offers to purchase, counter offers, binders, etc. If at any time during this program, an employee executes one of these documents, the employee will no longer be eligible to continue through the program and will revert to the Direct Reimbursement program outlined later in this guide.</p>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• PCS Counselor</li> <li>• Home sale provider</li> <li>• FTR 302-11.101</li> </ul> <p><b>REQUIRED FORMS:</b></p> <ul style="list-style-type: none"> <li>• Broker's Exclusion Clause</li> <li>• Listing Agreement</li> <li>• Equity Request Form</li> <li>• Contract of Sale</li> <li>• Equity Disbursement Instructions</li> </ul>

Policy Components	TRANSFERRED RENTER	RESOURCES/REQUIRED FORMS
<p><b>Shipment of Household Goods:</b> <i>(Entitlement)</i> Movement of household goods and personal effects belonging to the employee and immediate family which may be transported from old to new location.</p> <p><b>Shipment of goods is excludable and non taxable.</b> <b>1<sup>st</sup> 30 days storage excludable and not taxable.</b> <b>Storage beyond 30 days is tax assisted.</b></p>	<ul style="list-style-type: none"> <li>• Counseling and all arrangements provided by relocation service provider</li> <li>• Movement of Household Goods (HHG), packing, loading, unpacking, transporting of personal belongings. It is recommended that items of high monetary or sentimental value be transported separately.</li> <li>• Storage of Household Goods up to 60 Days, approval can be granted for extensions up to 150 days.</li> <li>• Storage beyond 60 days requires a memo with justification signed by the Approving Official.</li> <li>• Shipment of car is a discretionary <u>benefit</u> &amp; requires approval of the Approving Official. Must be relocating 600 miles or more. May be approved to ship 1 POV; 1 additional POV may be allowed if approved.</li> <li>• House Hold Goods weight is capped at 18,000lbs. Any additional weight will be the employee's expense.</li> </ul> <p><b>Do It Yourself Move (DITY):</b> DITY moves are an option; however, a Bill of Lading method will be authorized.</p> <ul style="list-style-type: none"> <li>• If a DITY move is done, the employee must submit all receipts and weight tickets; weight tickets must support empty and full weight of vehicle. The employee is encouraged to inform their PCS Counselor and discuss with the relocation service provider if they are considering a DITY move. A cost comparison will be completed to ensure that the house hold goods are moved in the most advantageous mode for the government.</li> <li>• If a DITY move is done, the employee will submit the Expense Form, all receipts and supporting documentation to PCS Travel Section within 5 days of completing move via fax @ 512-460-5103. Claim will be prepared, a 1012 created and forwarded to employee and AO for signature.</li> <li>• PCS Travel Section will audit the expenses and process reimbursement to employee.</li> </ul>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• Relocation service provider</li> </ul> <p><b>FORMS for DITY Move:</b></p> <ul style="list-style-type: none"> <li>• 1012</li> <li>• Expense Form</li> </ul> <p><b>SUPPORTING DOCUMENTS:</b></p> <ul style="list-style-type: none"> <li>• Gas Receipts</li> <li>• Weight Tickets (truck empty and full)</li> <li>• Packing Material Receipts</li> <li>• UHAUL Rental Receipt</li> </ul>

Policy Components	TRANSFERRED HOMEOWNER	RESOURCES/REQUIRED FORMS
<p><b>Home Sale Direct Reimbursement</b> <i>(Entitlement in Lieu of Home Sale Assistance through BVO)</i></p> <ul style="list-style-type: none"> <li>Employee will work directly with agent to market and sell property.</li> <li>Employee must attend closing.</li> <li>Employee must pay expenses out of pocket and file for reimbursement after closing.</li> <li>Tax assistance is provided</li> </ul>	<p>Must sell and close property within one (1) year from report date. Home must be the home that the employee commuted to and from work daily in order to be authorized for reimbursement.</p> <p>Reimbursed normal and customary closing costs not exceed 10% of the sales price. Examples include: <i>legal and related fees; title company fees; transfer tax and mortgage prepayment penalty is reimbursed up to three (3) months interest, if customarily charged by the lender.</i></p> <p><b>Reimbursement for Direct Reimbursement of Real Estate Expenses:</b></p> <ul style="list-style-type: none"> <li>Submit supporting documentation to PCS Travel Section within 5 days of closing via fax @ 512-460-5103.</li> <li>Claim will be prepared, a 1012 created and forwarded to employee and AO for signature.</li> <li>PCS Travel Section will audit the expenses. Any expense that is not reimbursable or if supporting information is not supplied, PCS Travel Section will suspend those items.</li> <li>The employee will have the opportunity to resubmit for reimbursement on suspended items that are authorized per the VA Travel Policy and FTR.</li> <li>PCS Travel Section will process the reimbursement to the employee.</li> </ul> <p>PCS advances will offset <b>all</b> PCS vouchers until the advance is liquidated.</p>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>PCS Counselor</li> <li>Houston Loan Guaranty Office</li> <li>FTR Chapter 302-11</li> <li>Relocation Receipts Requirements Document</li> </ul> <p><b>EMPLOYEE REQUIRED FORMS:</b></p> <ul style="list-style-type: none"> <li>1012</li> <li>Expense Form</li> </ul> <p><b>SUPPORTING DOCUMENTATION:</b></p> <ul style="list-style-type: none"> <li>HUD (settlement statement) signed</li> <li>Receipts for all paid outside of closing (POC) expenses not identified on HUD</li> <li>Copy of signed sales agreement</li> </ul>

Policy Components	TRANSFERRED RENTER AND HOMEOWNER	RESOURCES/REQUIRED FORMS
<p><b>Purchase of New Residence</b> <i>(Entitlement)</i></p> <ul style="list-style-type: none"> <li>Employee must attend closing.</li> <li>Employee must pay expenses out of pocket and file for reimbursement after closing.</li> <li>Tax assistance provided on taxable but not on deductible expenses.</li> </ul> <p><b>Loan origination fee up to 1% (not tax assisted)</b></p>	<ul style="list-style-type: none"> <li>Must purchase and close property within one (1) year from report date.</li> <li>The new home must be the home that the employee commutes to and from work daily <del>in order to</del> be authorized for reimbursement.</li> <li>Reimbursed normal and customary closing costs not to exceed 5% of new home purchase price (see FTR policy for details)</li> <li>If enrolled in the BVO program, employee must use a Contractor network realtor (if employee opts to purchase in the destination area within 6 months of closing on the home in the origin location).</li> </ul> <p><u>Reimbursement for New Home Closing Costs:</u></p> <ul style="list-style-type: none"> <li>Submit supporting documentation to PCS Travel Section within 5 days of closing via fax @ 512-460-5103.</li> <li>Claim will be prepared, a 1012 created and forwarded to employee and AO for signature.</li> <li>PCS Travel Section will audit the expenses. Any expense that is not reimbursable or if supporting information is not supplied, PCS Travel Section will suspend those items.</li> <li>The employee will have the opportunity to resubmit for reimbursement on suspended items that are authorized per the VA Travel Policy and FTR.</li> <li>PCS Travel Section will process the reimbursement to the employee. PCS advances will offset all PCS vouchers until the advance is liquidated.</li> </ul>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>PCS Counselor</li> <li>Houston Loan Guaranty</li> <li>FTR Chapter 302-11</li> </ul> <p><b>EMPLOYEE REQUIRED FORMS:</b></p> <ul style="list-style-type: none"> <li>1012 and Expense Form</li> <li>HUD (settlement statement) signed</li> <li>Receipts for all paid outside of closing (POC) expenses not identified on HUD</li> <li>Copy of signed purchase agreement</li> <li>Loan closing statements</li> </ul>

Policy Components	TRANSFERRED RENTER	RESOURCES/REQUIRED FORMS
<p><b>Professional Books and Equipment</b> <i>(Discretionary)</i></p>	<ul style="list-style-type: none"> <li>• Provided by the relocation service provider</li> <li>• MUST be approved PRIOR to shipment of HHG's.</li> <li>• Gaining station must receive an official written request for approval with an itemized list (this is provided by the transferring employee). Authorizing Official must certify that the inventoried property is necessary for the performance of the employee's professional duties and that VA would have to purchase like materials for the employees use if the items were not shipped as PBP&amp;E</li> <li>• Supervisor at the new duty location must assure items such as furniture, that do not qualify for PBP&amp;E are not designated as PBP&amp;E</li> </ul>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• Relocation service provider</li> <li>• Approving Official</li> <li>• FTR 302-7</li> </ul> <p><b>FORMS:</b></p> <p>Itemized list of PBP&amp;E</p>
<p><b>Tax Assistance</b></p> <p><b>Withholding Tax Allowance (WTA)</b> <i>(Employee choice)</i></p> <p><b>Relocation Income Tax Assistance (RITA)</b> <i>(Entitlement)</i></p>	<p><b>Withholding Tax Allowance:</b></p> <ul style="list-style-type: none"> <li>• An estimated partial payment (advance) of total RIT allowance designed to reimburse the employee for Federal tax withheld on each claim for taxable moving expenses.</li> <li>• Will not offset Medicare, State, FICA.</li> <li>• Employee must make an election to apply WTA or not by indicating on the SF1012 Yes or No.</li> <li>• Taxable moving expenses, if submitted on a travel voucher include meals on <del>enroute</del> trip, applicable mileage, house hunting trip, temporary quarters, misc. moving expense, real estate (purchase and sale) and RIT.</li> <li>• WTA – employee is not obligated to accept.</li> <li>• WTA is subject to Medicare, State and FICA taxes where applicable.</li> </ul> <p><b>RITA:</b></p> <ul style="list-style-type: none"> <li>• Based on employees/joint earned income. The purpose is to reimburse the employee for approximately <u>all of</u> the taxes for relocation reimbursement paid in the previous year.</li> <li>• RITA will be applied regardless of WTA selection.</li> <li>• If you do not submit a RITA claim form, the WTA's paid the previous year will be collected.</li> <li>• The VA PCS Travel Section annually publishes the RITA application to the following website: <a href="http://vawww.fscdirect.fsc.va.gov/FAS/rita.htm">http://vawww.fscdirect.fsc.va.gov/FAS/rita.htm</a></li> </ul> <p>The reimbursement of taxes by the RITA is an approximate amount of the tax actually paid.</p>	<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• PCS Counselor</li> <li>• Personal Accountant or Financial Advisor</li> </ul>

## Appendix D. Home Purchase Fact Sheet

- ❖ Must be authorized Permanent Change of station (PCS) move
  - ❖ Authorized for PCS Relocation transfers only (not for new hires)
  - ❖ Home must be the residence you will commute to and from work daily and hold title with immediate family
  - ❖ Have up to 1 year from your report date to complete the purchase of a new residence
  - ❖ Reimbursed actual, reasonable and customary closing costs for the area in accordance with FTR and not to exceed 5% of purchase price (reimbursement will be decreased by receiving credits)
  - ❖ Reimbursement is taxable
  - ❖ The limit reimbursed for residence transactions is: 5% percent of the actual purchase price of the residence for the purchase of a residence at the new official station.
1. Non-Reimbursable Expenses (Agency will not pay)
    - ❖ Broker fees or commissions paid relating to the purchase of a home at the new official station – not reimbursable
    - ❖ Owner’s title insurance policy - not reimbursable
    - ❖ Interest on loans, points, (VA funding fees) and mortgage discounts –not reimbursable (Underwriting fee can be paid if not Origination fee is claimed).
    - ❖ Property taxes - not reimbursable
    - ❖ VA funding fees – paid to obtain lower interest
    - ❖ Home owner’s insurance – Escrow/Operating cost - not reimbursable
    - ❖ Inspections not reimbursable: GSBICA 15645-RELO
    - ❖ Operating or maintenance costs-Home Warranty – not reimbursable
    - ❖ Tax Service Fee-Typically required by lender but deemed to be a prerequisite to the extension of credit – not reimbursable (Underwriting fee)
  2. Reimbursable Expenses
    - ❖ The customary cost for an appraisal
    - ❖ Cost of a (lender) title insurance policy, costs of preparing conveyances, other instruments, and contracts and related notary fees and recording fees; cost of making surveys, pre-paring drawings or plats.
    - ❖ The costs of searching title, preparing abstracts, and the legal fees for a title opinion to the extent such costs: (1) Have not been included in other related transaction costs (i.e., broker’s fees or real estate agency fees); and (2) Do not exceed the charges, for such expenses, that are customarily charged in the locality of your residence.
    - ❖ The following “other” miscellaneous expenses connected with the purchase of your residence, provided they are normally paid by the seller in the locality of the residence, to the extent that they do not exceed specifically stated limitations, or if not specifically stated, the amounts customarily paid in the locality of the residence:
      - ❖ FHA or VA fees for the loan application;
      - ❖ Loan origination fees and similar charges such as loan assumption fees, loan transfer fees or other similar charges not to exceed 1 percent of the loan amount without itemization of the lender’s administrative charges (unless requirements in §302-11.201 are met), if the charges are assessed in lieu of a loan origination fee and reflects charges for services like those covered by a loan origination fee;
      - ❖ Cost of preparing credit reports;
      - ❖ Mortgage and transfer taxes

- ❖ State revenue stamps
- ❖ Other fees and charges similar in nature to those listed in paragraphs (f)(1) through (f)(5) of this section, unless specifically prohibited in §302-11.202
- ❖ Mortgage (**lender**) title insurance policy, paid by you, on a residence you purchased for the protection of, and required by, the lender
- ❖ Closing costs relating to the construction of a residence, which are comparable to expenses that are reimbursable relating to the purchase of an existing residence.
- ❖ Expenses relating to the environmental testing and property inspection fees when required by Federal, State, or local law; or by the lender as a precondition to sale or purchase
- ❖ Other expenses if customarily paid by the purchaser of a residence at the new official station

## Appendix E. PCS Forms

These forms are samples included to help relocating employees become familiar with the paperwork required during a PCS. Do not fill out these sample forms – obtain the current version of each form from your PCS Counselor.

Department of Veterans Affairs		INTRA - AGENCY TRANSFER REQUEST			
<b>INSTRUCTIONS:</b> The receiving station will complete part I, and forward original and one copy to the releasing station. The releasing station will complete parts II and III, and return the original with proper attachments to the receiving station.					
<b>PART I - TO BE COMPLETED AT RECEIVING STATION</b>					
1. NAME (Capt) LAST - FIRST - MIDDLE		MR. - MESS - MRS.		2. BIRTH DATE (Month, day, year)	
4. POSITION TITLE AND NO.		5. PAY PLAN		6. OCCUP. CODE	
10. NAME AND LOCATION OF EMPLOYING OFFICE		7. TITLE CODE		8. GRADE STEP	
12. DUTY STATION (Only if different from item 10)		9. SALARY \$		11. STATION NO.	
13. ORGANIZATION COST CENTER		14. TYPE OF APPOINTMENT		15. TRAVEL AND TRANSPORTATION AUTHORIZED	
15. TRAVEL AND TRANSPORTATION AUTHORIZED <input type="checkbox"/> YES <input type="checkbox"/> NO		17A. SIGNATURE AND TITLE OF APPOINTING OFFICIAL		17B. DATE	
16. PROPOSED EFFECTIVE DATE OF TRANSFER					
<b>PART II - TO BE COMPLETED BY EMPLOYEE</b>					
(Items 18 through 30 and the agreement on the reverse will be completed only if item 15 has been checked "Yes." Travel will not be initiated until specific orders are issued. This information is authorized under Chapter 57, Title 5, United States Code. If you decline to provide the information, authorized reimbursement of expenses you have incurred will not be possible.)					
I will accept transfer to the position identified above.					
18. TRAVEL REQUESTED FOR <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> DEPENDENT(S)		19. DEPENDENT(S) WILL TRAVEL <input type="checkbox"/> WITH EMPLOYEE <input type="checkbox"/> SEPARATELY (Give reason)			
20. MODE OF TRAVEL DESIRED FOR EMPLOYEE <input type="checkbox"/> RAIL <input type="checkbox"/> AIR <input type="checkbox"/> PRIVATELY OWNED CONVEYANCE <input type="checkbox"/> OTHER (Specify)					
21. MODE OF TRAVEL DESIRED FOR DEPENDENT(S), IF TRAVELING SEPARATELY <input type="checkbox"/> RAIL <input type="checkbox"/> AIR <input type="checkbox"/> PRIVATELY OWNED CONVEYANCE <input type="checkbox"/> OTHER (Specify)					
22. NAME(S) OF DEPENDENT(S)		RELATIONSHIP		AGE* (X)	
				ANTICIPATED REAL ESTATE TRANSACTION \$	
				25A. SETTLEMENT OF UN EXPIRED LEASE ESTIMATED EXPENSES \$	
				25B. SALE OF PRESENT RESIDENCE ESTIMATED EXPENSES \$	
				25C. PURCHASE OF NEW DWELLING ESTIMATED EXPENSES \$	
*Not required for spouse.					
24. AUTHORIZATION FOR ONE ROUND TRIP TO NEW DUTY STATION TO SEEK RESIDENCE QUARTERS REQUESTED FOR <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> SPOUSE		25. MODE OF TRAVEL DESIRED FOR ROUND TRIP IN ITEM 24 <input type="checkbox"/> RAIL <input type="checkbox"/> AIR <input type="checkbox"/> PRIVATELY OWNED CONVEYANCE <input type="checkbox"/> OTHER (Specify)			
26. AUTHORIZATION OF SUBSISTENCE EXPENSES FOR TEMPORARY QUARTERS REQUESTED FOR <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> DEPENDENT(S)		27. SHIPMENT OF HOUSEHOLD GOODS REQUESTED <input type="checkbox"/> YES <input type="checkbox"/> NO		28. STORAGE OF HOUSEHOLD GOODS REQUESTED <input type="checkbox"/> YES <input type="checkbox"/> NO	
29. ESTIMATED WEIGHT OF HOUSEHOLD GOODS LBS.		20. HOME ADDRESS (Number and street, city, State, and ZIP Code)			
		21A. SIGNATURE OF EMPLOYEE (See reverse)		21B. DATE	
<b>PART III - TO BE COMPLETED AT RELEASING STATION</b>					
22. HEALTH BENEFITS CARRIER CONTROL NO.		23. RECOMMENDED EFFECTIVE DATE OF TRANSFER (Only if different from item 16)			
24. REMARKS (For example, need for annual leave, advance of travel funds, etc.)					
(Continued on reverse)					
25. NAME AND LOCATION OF RELEASING STATION		26A. SIGNATURE AND TITLE OF APPROVING OFFICIAL		26B. DATE	
ATTACH MATERIAL REQUIRED BY MP-6, PART V, SUPPLEMENT 1.5, FOR INTERSTATION TRANSFERS.					

VA FORM 5-3918  
JAN 1992

EXISTING STOCKS OF VA FORM 5-3918, DEC 1976, WILL BE USED.

Figure 3. Example of VA Form 5-3918





<b>Travel Voucher</b>		1. DEPARTMENT OR ESTABLISHMENT BUREAU DIVISION OR OFFICE		2. TYPE OF TRAVEL <b>PERMANENT CHANGE OF STATION</b>		3. STATION NUMBER. <b>200</b>	
5. a. NAME (Last, first, middle initial) <b>happy, dappy</b>				b. SOCIAL SECURITY NO. <b>888888888</b>		4. TRAVEL AUTHORIZATION	
c. MAILING ADDRESS (Include ZIP code) <b>5 5 5 6</b>				d. OFFICE TELEPHONE NO.		a. NUMBER <b>200T21022</b>	b. DATE
e. PRESENT DUTY STATION <b>200</b>			f. Complete current Address <b>3</b>				
8. TRAVEL ADVANCE		7. Additional Comments Regarding Travel Advances					
a. Outstanding		<b>\$0.00</b>					
b. Amount to be applied							
c. Amount due Government							
d. Balance Outstanding							
8. GOVERNMENT TRANS REQUESTS, GTS, CASH OR PERSONAL DINERS CLUB CARD <small>(List by number below and attach passenger coupons; if cash is used show claim on VA form 1012-1.</small>		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 [MP 1 PART II, Chap 2.7b(1) & Appendix M 10 b(2)]					Traveler's Initials
AGENT'S VALUATION OF TICKET  (a)		ISSUING CARRIER  (initials) (b)	MODE, CLASS OF SERVICE AND ACCOM- MODATIONS (c)	DATE ISSUED  (d)	POINTS OF TRAVEL		
					FROM  (e)		TO  (f)
Additional Comments regarding this claim:							
Apply WTA to this claim? (select one) <input checked="" type="radio"/> Yes <input type="radio"/> No							
<b>if yes, sign the following statement in addition to block 9</b>							
"I hereby agree to repay any excess amounts of Withholding Tax Allowance (WTA) received. I further agree to submit a Relocation Income Tax (RIT) claim with all the required tax information."							
Employee's Signature: <input type="text" value="Click here to sign the document"/> Date: _____							

Figure 5. Example of VA Form 1012


 <b>Department of Veterans Affairs</b>		<b>FMS VENDOR FILE REQUEST FORM</b>	
<input type="checkbox"/> NEW		<input type="checkbox"/> UPDATE	
<b>VA FACILITY INFORMATION</b> STATION NUMBER [REDACTED]		<b>PAYEE/VENDOR INFORMATION</b> <input type="checkbox"/> COMMERCIAL VENDOR REGISTERED IN SAM.GOV <i>(Required LAW FAR 4.1102)</i>	
STATION CONTACT [REDACTED]		DUNS NUMBER [REDACTED]	
STATION PHONE NUMBER [REDACTED]	STATION FAX NUMBER [REDACTED]	DUNS+4 [REDACTED]	
STATION EMAIL ADDRESS [REDACTED]		SSN/TIN [REDACTED]	
<b>PAYEE/VENDOR TYPE (Select one)</b> <input type="checkbox"/> C - COMMERCIAL <input type="checkbox"/> E - EMPLOYEE <input type="checkbox"/> I - INDIVIDUAL/HONORARIUM <input type="checkbox"/> V - VETERAN		<input type="checkbox"/> F - FEDERAL AGENCY <input type="checkbox"/> O - FOREIGN <input type="checkbox"/> A - AGENT CASHIER <input type="checkbox"/> U - UTILITY	
<b>MISCELLANEOUS ACTIONS (Select one)</b> <input type="checkbox"/> WINRS <input type="checkbox"/> BILL OF COLLECTIONS <input type="checkbox"/> ALAC/IGY ACCOUNT # [REDACTED]		NPI <input type="checkbox"/> SMALL BUSINESS - VENDOR MUST BE QUALIFIED AS SMALL BUSINESS IN SAM OR FURNISH SBA CONFIRMATION VENDOR NAME [REDACTED]	
<input type="checkbox"/> ASSIGNMENT <i>(All applicable documents)</i> <input type="checkbox"/> SETTLEMENT/TORTS		DBA [REDACTED]	
<div style="border: 1px solid black; padding: 5px;"> <p>FOR QUESTIONS REGARDING THIS FORM:  <b>NVF CONTACT INFORMATION:</b>                      NATIONWIDE VENDOR FILE CUSTOMER SERVICE:                      EMAIL: <a href="mailto:VAFSCVENDOT@VA.GOV">VAFSCVENDOT@VA.GOV</a></p> <p>FOR ALL OTHER INQUIRIES:                      CUSTOMER CARE CENTER: 1-877-353-9791                      STATION CARE CENTER: 1-866-372-1141                      SUBMIT ALL DOCUMENTATION VIA:                      SECURE FAX: 512-460-5221</p> </div>		CONTACT [REDACTED]	
		EMAIL ADDRESS [REDACTED]	
		PHONE NUMBER [REDACTED]	
		CURRENT ADDRESS <i>(Include Street, City, State and Zip Code)</i> [REDACTED]	
		PREVIOUS ADDRESS <i>(Include Street, City, State and Zip Code)</i> [REDACTED]	
		<b>EFT/ACH (Required LAW 31 CFR Part 208)</b> BANK NAME [REDACTED]	
		BANK ADDRESS <i>(Include City, State and Zip Code)</i> [REDACTED]	
		NINE-DIGIT BANK ROUTING NUMBER [REDACTED]	
		ACCOUNT NUMBER [REDACTED]	
		ACCOUNT TYPE <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
PAYEE/VENDOR PRINTED NAME & TITLE [REDACTED]			
SIGNATURE [REDACTED]			
NORMAL PROCESSING TIME IS 3 - 5 BUSINESS DAYS. WE DO NOT ACCEPT INVOICES			
VA FORM APR 2014 <b>10091</b>			

Figure 6. Example of VA Vendorizing Form 10091

**Instructions for FMS Vendor File Request Form**

1. **NEW box option**- Check box if you are a new VA employee not in the FMS system.
2. **UPDATE box option**- Check box if you are a transferee in the FMS system.

**VA Facility Information**

3. **Station #** – This portion pertains to the VA Station that will be your receiving/gaining station; provide your station 3 digit station number.
4. **Station Contact Name** – PCS Counselor Name
5. **Station Phone** – PCS Counselor Contact Number
6. **Station Fax Number**- 512-460-5417
7. **Station Email**- PCS Counselor e-mail address

**Payee/Vendor Type** – Check "Employee"

**Miscellaneous Actions** - Leave Blank

**Payee/Vendor Information**

8. **Commercial Vendor Registered in SAM.gov**- Leave Blank
9. **DUNS #**- Leave Blank
10. **DUNS+4**- Leave Blank
11. **SSN/TIN**- The Social Security Number (SSN) is the nine-digit number; complete this section with SSN
12. **NPI**- Leave Blank
13. **Small Business**- Leave Blank
14. **Vendor Name**- Provide legal name as it is on file with the IRS
15. **DBA**- Leave Blank
16. **Contact**- Name of Point of Contact if additional information is required; or, leave blank
17. **Email**- Point of Contact email address; if no POC, leave blank
18. **Phone**- Point of Contact phone number; if no POC, leave blank.
19. **Current Address**- Provide your most current address, city, state & zip code
20. **Previous Address**- Provide previous address, city, state and zip code

**EFT/ACH (Required IAW 31CFR Part 208)**

21. **Bank Name**- provide financial institution name city, state & zip code.
22. **Nine-Digit Bank Routing Number**- Provide 9 digit routing number from check ( DO NOT use Deposit slip routing number)
23. **Account #**- Provide bank account number maximum 17 digits
24. **Account Type**- Check appropriate box that is associated with account number provided above
25. **Payee/Vendor Printed Name & Title**- Name and title of person completing payee/vendor information
26. **Payee/Vendor Signature**- Signature of person completing payee/vendor information  
Please fax the completed form to 512-460-5221 for processing.  
**\*Note: Privacy regulations prevent the VA from accepting documents via email.**

<b>Closing Disclosure</b>		<i>This form is a statement of final loan terms and closing costs. Compare this document with your Loan Estimate.</i>	
<b>Closing Information</b>		<b>Transaction Information</b>	
<b>Date Issued</b>	4/15/2013	<b>Borrower</b>	Michael Jones and Mary Stone
<b>Closing Date</b>	4/15/2013		123 Anywhere Street
<b>Disbursement Date</b>	4/15/2013		Anytown, ST 12345
<b>Settlement Agent</b>	Epsilon Title Co.	<b>Seller</b>	Steve Cole and Amy Doe
<b>File #</b>	12-3456		321 Somewhere Drive
<b>Property</b>	456 Somewhere Ave		Anytown, ST 12345
	Anytown, ST 12345	<b>Lender</b>	Ficus Bank
<b>Sale Price</b>	\$180,000		
		<b>Loan Information</b>	
		<b>Loan Term</b>	30 years
		<b>Purpose</b>	Purchase
		<b>Product</b>	Fixed Rate
		<b>Loan Type</b>	<input checked="" type="checkbox"/> Conventional <input type="checkbox"/> FHA
			<input type="checkbox"/> VA <input type="checkbox"/> _____
		<b>Loan ID #</b>	123456789
		<b>MIC#</b>	000654321

Figure 7. Example of Closing Disclosure/CD usually 5 pages

<b>REAL ESTATE PURCHASE AGREEMENT</b>	
<p>This REAL ESTATE PURCHASE AGREEMENT (hereinafter referred to as the "Agreement") is made and entered into on _____, by and between _____, a(n) _____ ("Seller") and _____, a(n) _____ ("Buyer") (Seller and Buyer each a "Party" to this Agreement and collectively referred to as the "Parties").</p>	
<p>1. <b>Purchase Agreement.</b> Seller hereby agrees to sell and convey to Buyer, and Buyer hereby agrees to purchase from the Seller, the property located at _____, _____, Illinois _____ (the "Property") including all fixtures and improvements attached or located on the land other than those excluded herein and subject to all easements, protective covenants, rights-of-way, and mineral rights, if any, according to the terms and conditions contained herein.</p>	
<p>a. <b>Included Personal Property.</b> The following items of Seller's easily moveable personal property (the "Included Personal Property") are specifically incorporated into the purchase price and will remain on the Property after the Closing Date, at which point ownership of the Included Personal Property will transfer to Buyer: "Included Personal Property" refers to items that are non-fixtures, meaning unattached to the Property. All other items of Seller's easily moveable personal property will be removed from the Property prior to the Closing Date.</p>	
<p>b. <b>Excluded Fixtures.</b> The following fixtures now existing on the Property (the "Excluded Fixtures") are specifically not incorporated in the purchase price and will not remain on the Property after the Closing Date: . All other fixtures will be incorporated into the purchase price and will remain on the Property after the Closing Date thereby becoming the property of Buyer.</p>	
<p>2. <b>Legal Description.</b> The Property is legally described as follows: _____</p>	

Figure 8. Example of a Home Purchase Agreement

## Appendix F. Knowledge Check Questions

1. When may I start incurring expenses for my PCS relocation?
  - a. After I accept position.
  - b. Immediately
  - c. Once I receive my Travel Authority (TA)
2. Which family members are eligible to travel with me?
  - a. Spouse only
  - b. Spouse and children
  - c. Eligible family members listed on the TA
3. Who do I contact to book my airline tickets once travel is approved?
  - a. Duluth
  - a. PCS counselor
4. What is the distance requirement to ship a POV?
  - a. 550 miles
  - b. 600 miles
  - c. 250 miles
5. When will my advance payment to released?
  - a. Once TA is approved
  - b. No more than 2 weeks prior to departure
  - c. 5 working days
6. What distance must I travel to receive per diem on my enroute file?
  - a. 12 hours
  - b. 8 hours
  - c. 24 hours
7. How many maximum days can I received for household goods storage with approval?
  - a. 120 days
  - b. 150 days
8. What is the maximum weight of Household goods can I ship?
  - a. 10000
  - b. 18000
  - c. 15000

1.C 2.C 3.A 4.B 5.B 6.A 7.B 8.B

## Appendix G.PCS Transferee Expense Submission Checklist

- ❖ All receipts for incurred relocations expenses (regardless amount) must be kept for a possible audit.
- ❖ All receipts should be kept according to the IRS time line requirement

Reimbursable Items (if approved on TA) and a check list of items needed to file a claim	Submitted Expense within PCS Portal	Returned Signed 1012 within PCS Portal
<p><b>House-hunting Trip (if approved)- travel duty status during HHT</b></p> <p>Travel by POV if 260 miles or less or approved on TA prior to travel</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mileage from departure to destination and back.</li> <li><input type="checkbox"/> Tolls cost incurred (no receipts required)</li> <li><input type="checkbox"/> Lodging itemized paid in full receipt <b>if Actual Method approved on TA</b></li> <li><input type="checkbox"/> Meals receipt should be kept for the record but no need to be submitted with claim</li> <li><input type="checkbox"/> If IBA travel card used ATM dated receipt for the fee Charged</li> </ul> <p><b>Travel by Air</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Itinerary and boarding passes</li> <li><input type="checkbox"/> Luggage itemized receipts</li> <li><input type="checkbox"/> Car rental itemized final paid in full receipt</li> <li><input type="checkbox"/> Fuel itemized receipts</li> <li><input type="checkbox"/> Airport Parking itemized dated receipt</li> <li><input type="checkbox"/> Taxi to &amp; from airport itemized receipt or mileage if dropped off</li> <li><input type="checkbox"/> Lodging itemized paid in full receipt for Actual Method approved on TA</li> <li><input type="checkbox"/> Meals receipt should be kept for the record but no need to be submitted with claim</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>En Route Travel employee and dependents</b></p> <p><b>Travel by POV</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> POV mileage for en route trip (departure to destination showing distance between lodging stops.</li> <li><input type="checkbox"/> Lodging - itemized paid in full receipts (if booking on line, proof of stay in lodging required)</li> <li><input type="checkbox"/> Meals receipts are not needed to file claim (receipts must be kept for an audit)</li> <li><input type="checkbox"/> Tolls total cost incurred (receipts are not required)</li> <li><input type="checkbox"/> If IBA travel card used ATM dated receipt for the fee Charged</li> </ul> <p><b>Travel by Air</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Itinerary and boarding passes for each traveler</li> <li><input type="checkbox"/> Luggage itemized receipt (only one piece is approved/additional pieces is a discretionary item and must be approved on TA prior to travel</li> <li><input type="checkbox"/> Taxi to &amp; from airport itemized receipt or mileage if dropped off</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<p align="center"><b>Reimbursable Items (if approved on TA) and a check list of items needed to file a claim</b></p>	<p align="center"><b>Submitted Expense within PCS Portal</b></p>	<p align="center"><b>Returned Signed 1012 within PCS Portal</b></p>
<p><b>Miscellaneous Expense Allowance Fixed rate</b></p> <p>Employee only</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No receipts required. En Route claim must be filed Dependents if approved separate travel</li> <li><input type="checkbox"/> No receipts required. En Route claim must be filed</li> </ul> <p><b>OR</b></p> <p><b>Miscellaneous Expense Allowance Actual method</b></p> <p>Employee only</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review FTR for allowable expenses i.e. car registration</li> <li><input type="checkbox"/> Receipts for all eligible for reimbursement expenses</li> <li><input type="checkbox"/> En route trip must be filed (wait to file claim until all expenses incurred – only one claim for employee and one claim for dependents can be filed)</li> </ul> <p>Dependents if approved separate travel</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review FTR for allowable expenses i.e. car registration</li> <li><input type="checkbox"/> Receipts for all eligible for reimbursement expenses</li> <li><input type="checkbox"/> En route trip must be filed (wait to file claim until all expenses incurred – only one claim for employee and one claim for dependents can be filed)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Temporary Quarters Lump Sum (if approved on TA) No claim to be file</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All lodging and meals receipts must be kept for an audit (time to keep all receipts, as required by <b>IRS</b>)</li> </ul>		

<p align="center"><b>Reimbursable Items (if approved on TA) and a check list of items needed to file a claim</b></p>	<p align="center"><b>Submitted Expense within PCS Portal</b></p>	<p align="center"><b>Returned Signed 1012 within PCS Portal</b></p>
<p><b>Temporary Quarters Actual reimbursement approved on TA 30 days to maximum 120 days.</b>  <b>30 days increments (any increment)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All paid in full itemized lodging receipts (non-conventional lodging are not i.e. RB&amp;B not reimbursable)</li> <li><input type="checkbox"/> On lined booked and on line paid lodging requires proof of check in and check out</li> <li><input type="checkbox"/> Short term lease (6 months or less – contract signed by all parties and all addendums required to be submitted with the claim</li> <li><input type="checkbox"/> If on TDY while in TQ – TDY orders must be provided</li> <li><input type="checkbox"/> Grocery receipts, legible with date of payment showing (non-reimbursable items i.e. medicine or alcohol if included will be Subtracted). Receipts should be listed under “additional expenses” section of the claim</li> <li><input type="checkbox"/> Convenience store and drugstore receipts must be itemized for reimbursable items only and Receipts should be listed under “additional expenses” section of the claim</li> <li><input type="checkbox"/> Dry cleaning must be itemized and show balance \$0.00/paid in full</li> </ul> <p><b>Other meals receipts:</b>  <b><u>Actually, incurred expenses</u> (or a sum of expenses for multiple meals) must be entered on the claim (rounding off will not be accepted)</b>  <b>Individual meals other than groceries:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Restaurants receipts <u>must be itemized</u> and showing total paid including Tip (excessive tip will be reduced to the customary amount)</li> <li><input type="checkbox"/> <u>Itemized receipts</u> (not just payment receipt) required for any single meal expense of \$75.00 for one person or more individuals.</li> </ul>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p><b>Real Estate Expenses - lease break</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of the lease which states the lease breaking conditions and fees involved and all addendums to the lease.</li> <li><input type="checkbox"/> Receipt of paid invoice with leasing agency header and signature – no generic receipt accepted.</li> <li><input type="checkbox"/> Copy of notice to vacate to leasing agency.</li> <li><input type="checkbox"/> Letter of settlement from the leasing agency itemizing all expenses charged to fulfill the lease contract.</li> <li><input type="checkbox"/> If paying for remaining months of the lease agreement until house/apartment has been leased again: at the end of each month, a monthly letter is required from the leasing agency stating the residence is still vacant and not leased to any other persons and is actively marketed.</li> </ul>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p><b>Real Estate Purchase and Sale</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sale and Purchase agreement with all addendums and all parties' initials dates and signatures (all consecutive pages in the PDF format)</li> <li><input type="checkbox"/> Closing Disclosure /CD or ALTA or CD for the cash transactions. Documents must be signed and dated. Sale CD is usually 2 pages. Purchase is usually 5 pages.</li> <li><input type="checkbox"/> Other itemized receipts related to this transaction not listed on CD</li> </ul>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>



<p align="center"><b>Reimbursable Items (if approved on TA) and a check list of items needed to file a claim</b></p>	<p align="center"><b>Submitted Expense within PCS Portal</b></p>	<p align="center"><b>Returned Signed 1012 within PCS Portal</b></p>
<p><b>House Hold Good/HHG Do It Yourself/DITY move or partial DITY move.</b>  <b>DITY: moving HHG on your own in a rented truck or by hired professionals</b>  <b>Total HHG relocation maximum weight is 18000 lbs. The VA’s Moving Provider and DITY together) Claim will be paid based on the cost comparison of the one lot by the GSA/TMSS estimate. Lower cost will be paid.</b></p> <p><b>Professional movers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Paid in full Invoice from professional movers showing dates of the move</li> <li><input type="checkbox"/> Weight ticket for empty truck (before loading) and full truck (after loading)</li> <li><input type="checkbox"/> Inventory list</li> </ul> <p><b>Using rented truck</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Paid in full Invoice from truck leasing company i.e. U-Haul showing rented and returned dates</li> <li><input type="checkbox"/> Weight ticket for empty truck (before loading) and full truck (after loading)</li> <li><input type="checkbox"/> Inventory list</li> <li><input type="checkbox"/> Paid in full itemized receipt for packing supplies (items that become your property i.e. tape dispenser are not reimbursable)</li> <li><input type="checkbox"/> Packing/loading/unloading labor paid itemized receipts (must be on a profession company invoice with itemization of labor units and hours charged)</li> <li><input type="checkbox"/> Fuel receipts for the transport of your HHG or the number of miles driven (higher amount will be reimbursable)</li> </ul> <p><b>POV Shipment /DITY (if approved on TA). Claim will be paid based on the cost comparison to the GSA/TMSS estimate. Lower cost will be paid.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Paid in full Invoice from professional movers showing dates of the move</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>House Hold Good temporary storage /HHG Do It Yourself/DITY storage.</b>  <b>Total HHG storage 60 days originally to the maximum 150 days if approved.</b>  <b>Claim will be paid based on the cost comparison by the GSA/TMSS estimate.</b>  <b>Lower cost will be paid.</b></p> <p>Claim to be submitted after the 1<sup>st</sup> 30 days storage was completed and paid in full. Consecutive claims thereafter should be submitted in 30 days increments</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Storage itemized, paid in full invoice showing dates delivered to storage (incident to the relocation)</li> <li><input type="checkbox"/> Inventory</li> <li><input type="checkbox"/> Weight receipts</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Relocation Income Tax Allowance /RIT</b>          (Claim to be submitted next calendar year after your relocation and any year after according to payments received)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> W-2 and any other income documents i.e. Retirement, 1099-INT</li> <li><input type="checkbox"/> If married filing taxes jointly, RITA from need to be signed by the spouse</li> <li><input type="checkbox"/> Form 10091 if Bank Information should be updated</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

## Appendix H. House Hunting Trip Checklist

### House Hunting Trip (HHT)

*(Discretionary)*

**Purpose:** To allow the employee and spouse to find a new residence before the actual move.

May be authorized only when circumstances indicate that it is needed. The House Hunting Trip is a discretionary item which must be approved by the Approving Official in advance of the trip.

*Before you go on the HHT (you must have approved Travel Authority)*

- ❖ Make sure to book your airline ticket and car rental through DULUTH
- ❖ Have your IBA Travel Card ready (verify if you have funds on it)

Please remember all receipts must be kept for audit purpose

#### Day of your travel:

- ❖ Print or save ticket on your digital device i.e. I-phone
- ❖ Take your Travel Authority/TA (paper or digital) with you (remember you are on the travel duty)

#### Receipts to keep:

- ❖ Itinerary
- ❖ Taxi/Uber/Lyft or shuttle itemized dated receipt to and from the airport
- ❖ Boarding passes (every leg of your flight)
- ❖ Luggage itemized receipts (how many pieces corresponding with the boarding pass and cost)
- ❖ Car rental receipt (obtained at the time of car returned or final invoice emailed to you)
- ❖ Gas receipts
- ❖ Lodging receipt (itemized and paid in full)
- ❖ Meal receipts (not needed to file claim but all receipts must be kept for audit purposes)
- ❖ Parking dated and itemized receipts

Upon return from HHT:

- ❖ Within **5** days from return date, file your HHT claim in the PCS Portal:  
<https://www.pcsportal.fsc.va.gov/>

Thank you! Good job.

## Appendix I. PCS New Hire and Last Move Home Expense Submission Checklist

PCS New Hire and Last move home Expense Submission Checklist

All receipts for incurred relocations expenses (regardless amount) must be kept for a possible audit.

All receipts should be kept according to the IRS time line requirement.

Reimbursable Items (if approved on TA) and a check list of items needed to file a claim	Submitted Expense within PCS Portal	Returned Signed 1012 within PCS Portal
<p><b>En Route Travel employee or employee and dependents traveling together</b></p> <p><b>Travel by POV</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> POV mileage for en route trip (departure to destination showing distance between lodging stops.</li> <li><input type="checkbox"/> Lodging - itemized paid in full receipts (if booking on line, proof of stay in lodging required)</li> <li><input type="checkbox"/> Meals receipts are not needed to file claim (receipts must be kept for an audit)</li> <li><input type="checkbox"/> Tolls total cost incurred (receipts are not required)</li> </ul> <p><b>En Route Travel dependents traveling separately on a different day</b> (New hire and last move home dependents are not eligible for the per diem)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> POV mileage for en route trip (departure to destination)</li> <li><input type="checkbox"/> Tolls total cost incurred (receipts are not required)</li> </ul> <p><b>Travel by Air</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Itinerary and boarding passes for each traveler</li> <li><input type="checkbox"/> Luggage itemized receipt (only one piece is approved/additional pieces is a discretionary item and must be approved on TA prior to travel)</li> <li><input type="checkbox"/> Taxi to &amp; from airport itemized receipt or mileage if dropped off</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<p align="center"><b>Reimbursable Items (if approved on TA) and a check list of items needed to file a claim</b></p>	<p align="center"><b>Submitted Expense within PCS Portal</b></p>	<p align="center"><b>Returned Signed 1012 within PCS Portal</b></p>
<p><b>House Hold Good temporary storage /HHG Do It Yourself/DITY storage.</b></p> <p><b>Total HHG storage 60 days originally to the maximum 150 days if approved. Last move home Extended storage of HHG is not authorized</b></p> <p><b>Claim will be paid based on the cost comparison by the GSA/TMSS estimate.</b> <b>Lower cost will be paid.</b></p> <p>Claim to be submitted after the 1<sup>st</sup> 30 days storage was completed and paid in full. Consecutive claims thereafter should be submitted in 30 days increments</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Storage itemized, paid in full invoice showing dates delivered to storage (incident to the relocation)</li> <li><input type="checkbox"/> Inventory</li> <li><input type="checkbox"/> Weight receipts</li> </ul>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>

<p align="center"><b>Reimbursable Items (if approved on TA) and a check list of items needed to file a claim</b></p>	<p align="center"><b>Submitted Expense within PCS Portal</b></p>	<p align="center"><b>Returned Signed 1012 within PCS Portal</b></p>
<p><b>House Hold Good/HHG Do It Yourself/DITY move or partial DITY move.</b>  <b>DITY: moving HHG on your own in a rented truck or by hired professionals</b>  <b>Total HHG relocation maximum weight is 18000 lbs. The VA's Moving Provider and DITY together) Claim will be paid based on the cost comparison of the one lot by the GSA/TMSS estimate. Lower cost will be paid.</b></p> <p><b>Professional</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Paid in full Invoice from professional movers showing dates of the move</li> <li><input type="checkbox"/> Weight ticket for empty truck (before loading) and full truck (after loading)</li> <li><input type="checkbox"/> Inventory list</li> </ul> <p><b>Using rented truck</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Paid in full Invoice from truck leasing company i.e. U-Haul showing rented and returned dates</li> <li><input type="checkbox"/> Weight ticket for empty truck (before loading) and full truck (after loading)</li> <li><input type="checkbox"/> Inventory list</li> <li><input type="checkbox"/> Paid in full itemized receipt for packing supplies (items that become your property i.e. tape dispenser are not reimbursable)</li> <li><input type="checkbox"/> Packing/loading/unloading labor paid itemized receipts (must be on a profession company invoice with itemization of labor units and hours charged)</li> <li><input type="checkbox"/> Fuel receipts for the transport of your HHG or the number of miles driven (higher amount will be reimbursable)</li> </ul> <p><b>POV Shipment /DITY (if approved on TA). Claim will be paid based on the cost comparison to the GSA/TMSS estimate. Lower cost will be paid.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Paid in full Invoice from professional movers showing dates of the move</li> </ul>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>