

**Temp. Duty Travel Allowances**

**§ 301-11.528**

**Subpart E—Income Tax Reimbursement Allowance (ITRA), Tax Years 1993 and 1994**

SOURCE: 64 FR 32813, June 18, 1999, unless otherwise noted.

**GENERAL**

**§ 301-11.501 What is the Income Tax Reimbursement Allowance (ITRA)?**

The ITRA is an allowance designed to reimburse Federal, State and local income taxes incurred incident to an extended TDY assignment at one location.

**§ 301-11.502 Who is eligible to receive the ITRA?**

An employee (and spouse, if filing jointly) who was in a TDY status for an extended period at one location, and who incurred Federal, State, or local income taxes on amounts received as reimbursement for official travel expenses.

**§ 301-11.503 Are Federal Insurance Contribution Act (FICA) and Medicare deductions included in any reimbursement under this part?**

No. Reimbursement is limited to income taxes.

**EMPLOYEE RESPONSIBILITIES**

**§ 301-11.521 Must I file a claim to be reimbursed for the additional income taxes incurred?**

Yes. A claim must be submitted in accordance with your agency's policy.

**§ 301-11.522 If I was assessed an income tax penalty and/or interest payment due to incorrect income tax withholdings, are those payments reimbursable?**

Yes, for the total amount of the income tax penalty and/or interest assessed by the IRS for tax years 1993 and 1994 only.

**§ 301-11.523 What documentation must I submit to substantiate my claim?**

Your agency will determine what documentation is sufficient. (See § 301-11.531.)

**§ 301-11.524 What steps must my agency take to determine my ITRA?**

Your agency should:

(a) Determine Federal, State and local marginal tax rates by using the procedures and the marginal tax tables established for the relocation income tax allowance in § 302-11.7, § 302-11.8, and Appendices A, B, C and D to part 302-11 of this title; or

(b) Determine reimbursement as calculated in the illustration shown in § 301-11.535.

**§ 301-11.525 Is the ITRA I receive taxable income?**

Yes. The amount received must be reported as taxable income in the year in which received, but you are eligible to receive an allowance to cover the taxes assessed on the ITRA under § 301-11.528.

**§ 301-11.526 May I receive a lump sum payment of the additional tax liability on the covered ITRA in lieu of submitting another claim?**

Yes, if agreed to in writing by your agency and with the understanding that you will be responsible for any income taxes due without further reimbursement.

**§ 301-11.527 If I elect a lump sum payment, how is the ITRA paid?**

(a) Reimbursement is as illustrated:

**LUMP SUM ITRA TAX PAID TO EMPLOYEE**

ITRA reimbursement for tax year 1993 ....	\$14,435
Federal Tax liability on ITRA Reimbursement (@ 28%) .....	4,042
VA State tax liability (@ 5.75%) .....	830
Local tax liability .....	0
<b>Total reimbursement .....</b>	<b>19,307</b>

(b) Reimbursement of the ITRA and the tax on the ITRA is a final lump sum payment with no further reimbursement. You will be responsible for any income taxes due on \$19,307.

**§ 301-11.528 If I do not elect lump sum payment is there any additional reimbursement?**

Yes. You are reimbursed for the tax on the tax reimbursement received. Your agency will calculate the tax on