

SUBCHAPTER C—PERMANENT CHANGE OF STATION (PCS) ALLOWANCES FOR SUBSISTENCE AND TRANSPORTATION EXPENSES

PART 302-4—ALLOWANCES FOR SUBSISTENCE AND TRANSPORTATION

Subpart A—Eligibility

Sec.

- 302-4.1 What is a permanent change of station (PCS)?
- 302-4.2 Am I eligible for subsistence and transportation allowances for PCS travel under this part?

Subpart B—Travel Expenses

- 302-4.100 What PCS travel expenses will my immediate family members receive?
- 302-4.101 Must my immediate family member(s) and I begin PCS travel at the old official station and end at the new official station?

Subpart C—Per Diem

- 302-4.200 What per diem rate will I receive for en route relocation travel within CONUS?
- 302-4.201 How are my authorized en route travel days and per diem determined for relocation travel?
- 302-4.202 Are there any circumstances in which a per diem allowance for my immediate family members is not allowed?

TRANSFERRED EMPLOYEES ONLY

- 302-4.203 How much per diem will my spouse receive if he/she accompanies me while I am performing PCS travel?
- 302-4.204 If my spouse does not accompany me but travels unaccompanied at a different time, what per diem rate will he/she receive?
- 302-4.205 If my spouse and I travel on the same days along the same general route by using more than one POV, is my spouse considered unaccompanied?
- 302-4.206 How much per diem will my immediate family receive?

Subpart D—Mileage Rates for Use Of POV

- 302-4.300 What is the POV mileage rate for PCS travel?
- 302-4.301 Do the rates in §302-4.300 apply if I am performing overseas tour renewal agreement travel?
- 302-4.302 Are there circumstances that would allow me to receive a higher mileage rate OCONUS?

Subpart E—Daily Driving Distance Requirements

- 302-4.400 Will I be required to drive a minimum distance per day?
- 302-4.401 Are there exceptions to this daily minimum?
- 302-4.402 Will I be required to document the circumstances causing the delay?
- 302-4.403 Does this exception require authorization by my approving official?

Subpart F—Use of More Than One POV

- 302-4.500 If I am authorized to use more than one POV, what are the allowances?
- 302-4.501 If I use an additional POV that was not authorized for PCS travel, will I be reimbursed for the additional POV?

Subpart G—Advance Of Funds

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

Subpart H—Agency Responsibilities

- 302-4.700 What governing policies must we establish for payment of allowances for subsistence and transportation expenses?
- 302-4.701 What PCS travel expenses must we pay?
- 302-4.702 What PCS travel expenses must we pay for the employee's immediate family members?
- 302-4.703 How do we compute the per diem for an established minimum driving distance per day?
- 302-4.704 Must we require a minimum driving distance per day?
- 302-4.705 What are the allowances if the employee uses more POVs than authorized?

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

SOURCE: FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, unless otherwise noted.

Subpart A—Eligibility

NOTE TO SUBPART A: Use of pronouns "I", "you", and their variants throughout this subpart refers to the employee, unless otherwise noted.

§ 302-4.1

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

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

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

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

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

NOTE TO § 302-4.2: Also see tables at §§ 302-3.2 and 302-3.101.

Subpart B—Travel Expenses

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

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

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

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

Subpart C—Per Diem

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

Your per diem for en route relocation travel between your old and new official station will be at the standard CONUS rate (see Appendix A of part 302-17 of this chapter). You will be re-

41 CFR Ch. 302 (7-1-02 Edition)

imbursed in accordance with §§ 301-11.100 through 301-11.102 of this title.

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

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

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

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

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

TRANSFERRED EMPLOYEES ONLY

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

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

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

If your spouse does not accompany you but travels unaccompanied at a different time, he/she will receive the