



*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.*

**1. PURPOSE:** This directive supersedes FM Policy Letter 104 and establishes TSA policy for the authorization of an employee to incur costs of travel and transportation from one duty station to another and reimbursement of expenses for employee relocations. This guidance covers relocations related to Permanent Change of Station; Temporary Change of Station; Assignment of New Appointees; Student Trainee; Return to Place of Residence; Last Move Home Relocation benefits; and Fixed Rate Relocations. This MD will be used in conjunction with the TSA *Handbook on Authorization and Reimbursement for Relocations* and is separate and distinct from TSA MD 1100.57-3 *Recruitment, Referral, Relocation and Retention Incentives*.

**2. SCOPE:** This directive applies to all permanent TSA Federal employees with the exception of TSA employees on assignment to other public or private organizations (e.g. employees transferred under the Intergovernmental Personnel Act Mobility Program or to approved international organizations such as ICAO).

**3. AUTHORITIES:**

- A. [The Aviation and Transportation Security Act, Pub. L. 107-71 \(ATSA\)](#)
- B. [The Travel and Transportation Reform Act of 1998](#)
- C. [Federal Aviation Administration Travel Policy \(FAATP\) FAATP Chapters 300, 301, and 302](#)
- D. [TSA MD 1100.30-16, \*Foreign Duty Assignments and Return Rights\*](#)
- E. [U.S. Department of State Foreign Affairs Manual](#)
- F. [Department of State Standardized Regulations \(DSSR\)](#)
- G. 31 U.S.C. 3528, Responsibilities and Relief from Liability of Certifying Officials

**4. DEFINITIONS:**

- A. Authorizing Official: Assistant Administrator/Office Director for the Program Office over the new duty station. All relocation travel authorizations that involve real estate transactions will be routed to the TSA Chief Financial Officer for additional approval. Currently the authorizing official within OLE/FAMS is the Assistant Director, Office of Administration & Technical Services.
- B. CONUS (Continental United States): The 48 contiguous states and the District of Columbia.

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- C. Department of State Standardized Regulations (DSSR): The Department of State regulations that provide benefits and per diem rates applicable to civilian employees serving in foreign areas.
- D. Employee: A current TSA direct hire full time equivalent. For the purpose of this directive new appointees will be named separately.
- E. Employee Relocation Questionnaires: Information required to obtain an estimate of the costs associated with moving the relocating employee and to create an RTA. TSA Forms [1015A – Transferee Questionnaire - New Appointee](#), [1015B – Transferee Questionnaire - International](#), and [1015C - Transferee Questionnaire - Domestic](#).
- F. En Route Travel: The process of traveling from the old official duty station or other authorized point of origin to the new official duty station of other authorized destination.
- G. Environmental Protection Agency’s Joint Federal Employee Relocation Center (J-FERC): An entity that performs relocation services for TSA and provides TSA’s organization and employees with relocation counseling, relocation travel authorization creation, customer service, home sale and buying assistance, coordination of shipping and storage of household goods, IRS Form W-2 creation, and provides payments to employees and third party vendors in addition to reports and trend analysis, etc.
- H. Fixed Relocation: Transfer of an employee which is not in the interest of the Government, but from which the Government derives a benefit. In a fixed relocation, the employee receives a taxable lump-sum payment and is responsible for managing his/her move independently.
- I. Foreign Area: Any area outside the 50 United States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States (American Samoa, Guam, U.S. Virgin Islands). The Trust Territories of the Pacific Islands are considered a foreign area.
- J. Household Goods: All authorized personal property and personal effects associated with the residence of an employee and his/her immediate family that TSA will provide shipment or storage due to relocation (see FAATP 302-1.6 for exclusions).
- K. House Hunting Trip: An advanced trip authorized by TSA for the employee and/or spouse to visit the new official duty station locality for the purpose of locating a new residence.
- L. Immediate Family: Any of the following members of a household at the time he/she reports for duty at a new permanent duty station involving family members:
  - (1) Spouse;
  - (2) Children of the employee or employee’s spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term “children” shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal

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guardianship of the employee or employee's spouse; and an unborn child(ren) born and moved after the employee's effective date of transfer.);

- (3) Dependent parents (including step and legally adoptive parents) of the employee or employee's spouse; and
  - (4) Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.
- M. “Incident to a Change of Official Duty Station”: Relocation associated with a transfer of duty station which results in a commute from current residence that causes an undue burden for the employee.
- N. “In the Interest of the Government”: A relocation that is not primarily for the convenience or benefit of the employee or is at his/her request. TSA makes this determination based on a number of factors including but not limited to position rarity, program needs, lack of qualified personnel in the area/region, and available FTE resources.
- O. Last Move from Foreign Duty: The relocation of an employee from OCONUS to CONUS in accordance with the provisions of FAATP 302-6, when the employee is being separated from Government service.
- P. Last Move Home: Relocation of a Transportation Security Executive Service (TSES) official upon retirement from the Federal Government. This one time benefit applies to officials who previously performed a “qualifying transfer” within five years of retirement eligibility.
- Q. Lodging Expenses: Expenses for overnight sleeping facilities; baths; personal use of the room during daytime; and service charges for fans, air conditioners, heaters, and fires furnished in rooms when such charges are not included in the room rate. Lodging expenses do not include accommodations furnished aboard common carriers.
- R. Meals and Incidental Expenses (M&IE): The flat rate entitlement portion of per diem which is calculated based on the hours an employee is in a relocation status. The meals portion covers expenses for breakfast, lunch, and dinner (specifically excluded are alcoholic beverages and entertainment expenses, and any expenses incurred for others). The incidental expenses include subsistence expenses such as fees and tips to waiters, waitresses, porters, baggage carriers, bellhops, hotel maids; and laundry, including cleaning and pressing of clothing.
- S. Miscellaneous Expenses: Allowable relocation expenses provided directly related to disestablishing and establishing a residence; that is, expenses relating to living quarters, utility fees or deposits, furnishings, household appliances, and other general types of costs in connection with the transfer.

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- T. Mobile Home: All types of house trailers and mobile dwellings constructed for use as residences and designed to be moved, either by being self-propelled or towed. This includes boats when used as the employee's primary residence.
- U. New Appointee: Any person not currently working as a Federal employee and who is being newly appointed to TSA. This includes individuals who have previously worked for the Federal Government and have had a minimum 90-day break in service.
- V. New Appointee Relocation: The relocation of an individual who was not working for the Federal Government and is being appointed to TSA with an official duty station outside of his/her current residency. This includes an employee who is returning to the Government after a one year separation as a result of an involuntary workforce reduction (reduction in force) or a transfer of function.
- W. Non-Foreign Area: Any non-foreign area outside the continental United States. This includes the states of Alaska and Hawaii and U.S. Territories and possessions including Puerto Rico, Guam, the Northern Mariana Islands, U.S. Virgin Islands, American Samoa, Midway Islands and Wake Island. (Commonly referred to as OCONUS).
- X. Non-Temporary Storage: Storage of an employee's personal items while he/she is serving at an isolated or remote location, post of duty, or during a temporary change of station. The employee must remove the household goods from non-temporary storage by the first day of the second month after the month in which it is determined that they no longer meet the conditions for authorization of non-temporary storage of household goods. TSA may authorize storage for a reasonable period not to exceed the length of the tour of duty plus one month prior to the time the tour of duty begins.
- Y. Official Duty Station: The limits of the official duty station are the corporate limits of the city or town in which the employee is stationed (the building or other place where the employee regularly reports for duty). If the employee is not stationed in an incorporated city or town, the official duty station is the reservation, station, or established area, or for large reservations, an established subdivision, having definite boundaries within which the designated official duty station is located. With respect to entitlement, official duty station or post of duty also means the residence or other quarters from which the employee regularly commutes to and from work.
- Z. Permanent Change of Station (PCS): A relocation of an employee in the interest of the Government from one duty location to another (also called a transfer).
- AA. Permanent Residence/Home: The house, apartment, etc., in which an employee lives and from which the employee normally commutes daily to work at the official duty station.
- BB. Per Diem: A fixed daily amount payable in lieu of actual expenses for meals, incidental expenses and lodging expenses.

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- CC. Privately-Owned Vehicle (POV): A privately-owned automobile, station wagon, small truck, or other similar vehicle that will be used primarily for personal transportation. Exclusions are listed in FAATP 302-43.4.
- DD. Property Management Service: Fee-based service provided by private companies to help an employee to manage his/her residence as a rental property at the old official duty station. These services typically include (but are not limited to) obtaining a tenant, negotiating a lease, enforcing lease terms, collecting rent, paying the mortgage and inspecting the property.
- EE. Qualifying Transfer: An eligible employee is transferred or reassigned geographically in the interest of the Government at the Government's expense.
- FF. Real Estate Transaction Expenses: Benefits associated with a relocating employee's sale of his/her residence at the old official duty station and/or purchase of a residence at the new official duty station. The total amount of the expenses that may be reimbursed in connection with the sale of a residence at the old official duty station shall not exceed 10% of the actual sales price (capped at \$875,000). The total amount of the expenses that may be reimbursed in connection with the purchase of a residence at the new duty station is 5% of the purchase price (capped at \$875,000).
- GG. Receipt: A document provided by an employee (or 3<sup>rd</sup> party vendor) which acknowledges that payment for services has been received. The receipt must contain enough detail to permit determination of allowable expense claims. Credit card receipts which do not sufficiently detail the expenses for which reimbursement is claimed must be accompanied by a bill or other document itemizing the expenses.
- HH. Relocation Income Tax Allowance (RITA): Benefit that compensates the relocating employee for most of the additional income taxes paid as a result of the inclusion of taxable moving expense reimbursement in their W-2 gross income. The RITA claim is an adjustment of the employee's actual liability based on gross income and IRS filing status.
- II. [Relocation Service Agreement \(TSA Form 1143\)](#) and [Foreign Duty Service Agreement \(TSA Form 1142\)](#): Agreement between the TSA and an employee to remain with TSA for a 12 month period after relocation at TSA's expense.
- JJ. Relocation Travel Authorization (RTA): The RTA lists all relocation benefits, fees and taxes and is used for an estimate of benefits. The RTA must be approved by the TSA authorizing official. An employee must not begin relocation activities prior to receiving a TSA approved RTA. This form is created by the J-FERC in response to their receipt of the employee's questionnaire.
- KK. Relocation Travel Voucher (RTV): The document used to obtain reimbursement for costs incurred during en-route travel and in the process of performing an authorized relocation.
- LL. Remote Location: The isolated rural locations in Alaska from Northern Slope to the Alaska Peninsula (Northern and Western Alaska); locations that are far from Alaska's main roads and ferry systems.

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- MM. Renewal Agreement Travel (RAT): An employee's Government-paid, round-trip transportation to the designated place of residence when an employee was recruited from the United States, completed 24-months of continuous service in a foreign location, and whose foreign duty assignment is being extended for another 24 months in accordance with TSA MD1100.30-16, *Foreign Duty Assignment and Return Rights*.
- NN. Routine Relocation Authorizations: A standard relocation authorization that includes only employee benefits that do not require CFO approval and can be approved by the Assistant Administrators. Fixed rate relocations may be approved by Assistant Administrators but are not considered routine. Any relocation that includes sale or purchase of real estate and property management services are not routine.
- OO. Separate Maintenance Allowance (SMA): An allowance that may be granted when families are separated for the convenience of the Government. The purpose of SMA is to help defray the additional expenses associated with maintaining family members elsewhere than at the post of duty. The allowances are not meant to fully cover a family's expenses but may include rent, utilities, miscellaneous furnishings and supplies. The SMA is a discretionary allowance and may be approved on a case by case basis by OHC as recommended by the employee's program office.
- PP. Student Trainee: An employee under a Federal student internship program that provides work experience related to the student's academic field.
- QQ. Temporary Change of Station (TCS): A transfer from one duty station to another to accept an assignment (no less than 12 months, no longer than 48 months) when payment of temporary duty travel is not beneficial to TSA or the employee.
- RR. Temporary Quarters: Refers to lodging obtained on a temporary basis from a private or commercial source.
- SS. Temporary Quarters Subsistence Allowance (TQSA): Allowances paid for expenses incurred by an employee and/or his/her immediate family while occupying lodging prior to finding a permanent residence.
- TT. Temporary Quarters Subsistence Expenses (TQSE): Lodging, meals and incidental expenses incurred by an employee and/or his/her immediate family while occupying temporary quarters. TQSE does not include local transportation expenses incurred during occupancy of temporary quarters. It is intended to defray an employee's costs, and not to pay for all his/her expenses until they find a permanent residence.
- UU. Temporary Storage: Storage of household goods for a limited period of time at origin, destination, or en route in connection with transportation to, from, or between official duty stations or posts of duty or authorized alternate points.
- VV. Termination of Lease Allowance: Assistance to a relocating employee to settle fees and penalties paid to the lessor on an unexpired lease.

**5. RESPONSIBILITIES:**

A. TSA Program Offices will:

- (1) Ensure that relocations are driven by TSA mission needs as defined by the Executive Resources Council.
- (2) Maintain effective control over the relocation processing of current TSA employees to ensure that only those relocations which are necessary to the execution of the TSA mission are authorized.
- (3) Consult with the Office of Human Capital prior to any commitment or offer of relocation benefits to new appointees.
- (4) Initiate the relocation process by issuing (in coordination with OHC) an offer to the employee based on a directed move or job posting.
- (5) Maintain responsibility for all aspects of the budget forecasting, budget formulation and ensure funds availability (obligation/liquidation) for their employees' relocations.
- (6) Ensure that purchase requests (PRs) are created at least quarterly to fund relocation through the Interagency Agreement (IAA) issued to J-FERC. Also, the Program Office will manage the budget execution of quarterly obligations and review and reconcile monthly reports received from the J-FERC for relocations it funded.
- (7) Ensure that the offer letter or job posting states clearly what relocation benefit TSA will allow.
- (8) Ensure that relocating employees submit RTVs within 5 working days and must question and reduce claims that seem unreasonable.
- (9) Administer disciplinary actions for misuse of the travel card program.
- (10) Review/approve all RTVs in accordance with this MD.

B. Assistant Administrator and Chief Financial Officer, Office of Finance and Administration (OFA/CFO) is responsible for reviewing and approving/disapproving all RTAs that include real estate transactions.

C. EPA's Joint Federal Employee Relocation Center (J-FERC) will:

- (1) Make counselors available to answer Program Office questions concerning policies, guidance, discretionary benefits, costs, program planning, etc.
- (2) Counsel relocating TSA employees and their families.

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- (3) Process and audit vendor invoices and employee reimbursements.
- (4) Provide monthly expenditure reports to the Program Offices and OFM.
- (5) Issue IRS Form W-2 to relocating TSA employees to document any taxable payments.

D. The Office of Financial Management (OFM) will:

- (1) Act as the Contracting Officer's Technical Representative (COTR) for the IAA between TSA and EPA.
- (2) Reconcile the consolidated monthly relocation billing, coordinating with Program Offices as required.
- (3) Provide advice and guidance on relocation benefits applicable to this directive and the corresponding Handbook.

E. The TSA Office of Human Capital (OHC) will:

- (1) Coordinate with the Program Offices and management officials prior to announcing vacancies to determine if relocation benefits will be authorized and, if approved, what relocation benefits will be permitted.
- (2) Ensure that the vacancy announcement or offer letter includes the proper information about relocation benefits.
- (3) Approve personnel actions relating to relocation in a timely manner.
- (4) Initiate the relocation process by issuing an offer letter to new appointees based on a job posting.

F. Employees will:

- (1) Familiarize themselves with the contents of this MD and the Relocation Handbook.
- (2) Receive an approved RTA prior to relocating.
- (3) Exercise prudence when incurring expenses in the performance of official relocations.
- (4) Use their official Government travel card for the purchases of lodging, meals and other authorized relocation related expenses whenever possible.
- (5) Notify the Relocation Counselor at J-FERC of any en-route travel or house hunting trip cancellations.
- (6) Cancel hotel and airline reservations within the time required by the hotel or air carrier.

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(7) Report all expenses for official relocation to the Relocation Counselor at J-FERC in order to be included on the RTV including payment by personal credit card, travel card, cash, or any other mechanism.

(8) Submit an RTV within 5 business days of completion of the trip.

G. Authorizing officials will:

(1) Determine the purpose and necessity of a relocation.

(2) Approve the RTA prior the employee beginning the PCS/relocation.

(3) Authorize and approve non-routine discretionary relocation expenses such as rental cars, real estate sales transaction expenses, reimbursement of actual subsistence expenses, requests for annual leave in conjunction with relocation travel, etc. when it is advantageous to TSA.

H. The Executive Resources Council may determine the relocation/PCS allocations for TSA organizations.

**6. POLICY:**

A. TSA follows FAATP Chapter 302 for payment of relocation expenses that are not addressed under this policy. TSA follows the DSSR for relocation benefits when an employee is transferred to, from or between foreign duty stations.

B. TSA has applied the FAATP Chapter 302 for the following relocation types and eligibility requirements.

(1) **PCS** – There are three types of PCS relocations (CONUS, Non-Foreign, and Foreign). The following are the eligibility requirements for each PCS relocation.

(a) **PCS CONUS** –TSA will authorize PCS CONUS relocations at the Government’s expense when all of the following requirements are met:

(i) The TSA Program Office authorizing official determines it is in the interest of the Government. Relocation is considered to be in the interest of the Government when one or more of the following criteria are met:

- OHC has determined a vacancy position is hard to fill;
- This is a mission related or management directed move;
- An employee is transferred involuntarily (i.e. due to cessation or transfer of work before or during restructuring efforts).

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- (ii) Distance requirements – An employee may be eligible for PCS benefits if the new official duty station location is 100 miles or more from the old official duty station. Measurements are made according to map distance along a usually traveled road. Exceptions for the distance requirement are as follows:
- If the new official duty station is 10 miles or more but less than 50 miles from the old official duty station, relocation benefits may only be authorized if the change of station creates an undue burden to the employee and the move is a TSA directed involuntary move (closure of a facility, reorganization, consolidation of functions); or
  - If the new official duty station is between 50 and 100 miles from the old official duty station, relocation benefits may be authorized if the change of station creates an undue burden to the employee; and
  - The Program authorizing official determines on a case-by-case basis that relocation creates an undue burden for an employee and may authorize an exception to the distance parameter. The following criteria may be considered when determining an undue burden exception:
    - The one way commuting distance from the old residence to the new duty station is at least 50 miles greater than the commuting distance from the old residence to the old duty station;
    - The commuting time between the employee’s old residence to the new official duty station is greatly increased from the commuting time between the employee’s old residence and the old official duty station; and
    - The availability of public transportation.
- (iii) Timing requirements – An employee cannot begin PCS travel and transportation activities until a RTA has been approved by the authorizing official.
- (iv) The employee completes TSA Form 1143, *Relocation Service Agreement*.
- (v) Employees must complete all aspects of a PCS within 18 months from the effective date of the transfer or appointment. A 6 month extension may be granted (for a total of 24 months) with approval from the authorizing official.

Entitlements specific to PCS CONUS relocations are outlined in Attachment 1, Allowances for Relocation - *Transfer Between Official Stations CONUS*.

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- (b) **PCS Non-Foreign** - TSA will authorize PCS Non-Foreign relocations at the Government's expense when all of the following requirements are met:
- (i) The TSA Program Office authorizing official determines it is in the interest of the Government (see 6.B.(1)(a)(i)).
  - (ii) The employee meets the timing requirements (see 6.B.(1)(a)(iii)).
  - (iii) The employee completes TSA Form 1143, *Relocation Service Agreement* (see 6.B.(1)(a)(iv)).

**NOTE:** The criteria for distance does not apply.

Entitlements specific to PCS Non-Foreign relocations are outlined in Attachment 1, *Allowances for Relocation - Transfer Between Official Stations – Other Non-Foreign*.

- (c) **PCS Foreign** - TSA will authorize PCS Foreign relocations at the Government's expense when all of the following requirements are met:
- (i) The TSA Program Office authorizing official determines it is in the interest of the Government (see 6.B. (1)(a)(i)).
  - (ii) The employee meets the timing requirements (see 6.B.(1)(a)(iii)).
  - (iii) The employee completes TSA Form 1142, *Foreign Duty Service Agreement*.
  - (iv) The employee completes TSA Form 1143, *Relocation Service Agreement* (see 6.B.(1)(a)(iv)).
  - (v) Employees should reference TSA MD 1100.30-16, *Foreign Duty Assignments and Return Rights* to determine requirements for return rights and Renewal Agreement Travel (RAT). A list of allowable expenses is provided in FAATP 302-23.16-18. If an employee is authorized RAT, they will receive an accompanied excess baggage allowance equal to one bag per employee and each family member; totaling no more than 50 lbs per traveling family member.

**NOTE:** The criterion for distance does not apply.

Entitlements specific to PCS Foreign relocations are outlined in Attachment 1, *Allowances for Relocation - PCS To a Foreign Duty Post and PCS From a Foreign Duty Post*.

- (2) **TCS** –TSA may authorize relocation benefits, both to and from the temporary duty station when:

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- (a) TSA determines it is in the interest of the Government (see 6.B.(1)(a)(i));
- (b) The employee meets the distance requirement (see 6.B.(1)(a)(ii));
- (c) The employee meets the timing requirement (see 6.B.(1)(a)(iii));
- (d) The employee completes TSA Form 1143, *Relocation Service Agreement* (see 6.B.(1)(a)(iv));
- (e) An employee is directed to perform a temporary assignment (no less than 12 months, no longer than 48 months) and is expected to return to his/her current position with TSA at the end of the assignment;
- (f) The employee otherwise would be eligible for payment of temporary duty travel benefits (see [TSA MD 1000.6, Temporary Duty Travel](#));
- (g) The employee is not an individual who is ineligible per [FAATP 302-4.3](#).

Entitlements specific to TCS relocations are outlined in Attachment 1, Allowances for Relocation - *Employee Transfers To & During a Temporary Change of Station (TCS)*.

- (3) **Fixed Relocation** – If TSA determines that it will derive some sort of benefit from a relocation of an employee, even if the relocation is determined not to be in the best interest of the Government, TSA may pay a fixed amount. An employee is eligible for payment of a fixed amount (up to \$27,000 for a current employee and up to \$10,000 for a new appointee) for relocation expenses only if they are authorized to perform a PCS move and are:
- (a) The employee/new appointee meets the distance requirement (see 6.B.(1)(a)(ii));
  - (b) The employee/new appointee meets the timing requirement (see 6.B.(1)(a)(iii));
  - (c) The employee/new appointee completes TSA Form 1143, *Relocation Service Agreement* (see 6.B.(1)(a)(iv)); and
  - (d) Qualifies for one of the following:
    - (i) An employee whose duty station is located within CONUS and is transferring from their official duty station to another official duty station within CONUS;
    - (ii) An employee whose duty station is located in Alaska, except for remote locations, and is transferring from their official duty station to an official duty station within CONUS;

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- (iii) An employee whose duty station is located within CONUS and is transferring to an official duty station located in Alaska other than a remote location;
- (iv) An employee whose duty station is located in Alaska other than a remote location, and is transferring to another duty station in Alaska other than a remote location;
- (v) A new appointee assigned to an official duty station in Alaska other than a remote location;
- (vi) A new appointee assigned to an official duty station within CONUS; or
- (vii) A student trainee assigned to an official duty station within CONUS who has not previously received travel and transportation while performing his/her student assignments.

**NOTE:** The criteria for “in the interest of the Government” does not apply.

- (4) **Last Move Home** –Last move home benefits may be authorized only if:
- (a) The employee is a TSES; and
  - (b) The employee performed a qualifying transfer; and
  - (c) The employee is eligible to receive an annuity upon separation under the provisions of the Civil Service Retirement System or the Federal Employees Retirement System; and
  - (d) The employee has not previously been authorized or received last move home benefits upon separation from Federal service for retirement; and
  - (e) The employee’s return to the old duty station will be considered his/her last move home. An employee is not eligible for last move home benefits *and* return to old duty station; TSA may pay for one move.

**NOTE:** The criteria for “in the interest of the Government,” distance and timing do not apply.

Entitlements specific to Last Move Home relocations are outlined in Attachment 1, Allowances for Relocation - *Relocation Upon Completion of Assignment and Return to Previous Official Station or Separation from Government Service*.

- (5) **New Appointee Relocation** - Eligibility for a new appointee may be authorized under the following circumstances:

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- (a) TSA determines it is in the interest of the Government to pay the new appointee's relocation expenses (see 6.B.(1)(a)(i)-(iii));
- (b) The new appointee meets the distance requirement (see 6.B.(1)(b)(i)-(iii));
- (c) The new appointee meets the timing requirements (see 6.B.(1)(c));
- (d) The new appointee signs a TSA Form 1143 *Relocation Service Agreement* (see 6.B.(1)(a)(iv)); and

Entitlements specific to Last Move Home relocations are outlined in Attachment 1, Allowances for Relocation – *New Appointee Relocation*.

- C. TSA has amended FAATP 302-3.101 (c) and (d) from entitlements to a discretionary expenses in relation to PCS. This amendment makes payment of the following types of expenses discretionary:

- (1) Expenses related to the sale of the employee's residence;
- (2) Termination of the employee's lease at the old official duty station;
- (3) The purchase of a residence at the new official duty station;
- (4) Home marketing incentive.

These expenses are only available for hard-to-fill positions as described by the Assistant Administrator for the Office of Human Capital.

- D. TSA has amended FAATP 302-50.200, with regard to expenses incurred in connection with the sale of the employee's residence (see 6.C.(1)). When authorized, the actual allowable expenses paid by the employee and/or a member(s) of the employee's immediate family to sell his/her old residence, shall not exceed 10 percent of the lesser of:

- (1) The employee's pro-rata share of the actual sale price of the residence; or
- (2) \$875,000.

- E. TSA has amended FAATP 302-50.201, with regard to expenses incurred in connection with the purchase of the employee's new residence (see 6.C.(3)). When authorized, the actual allowable expenses paid by the employee and/or a member(s) of the employee's immediate family to purchase his/her new residence, shall not exceed 5 percent of the lesser of:

- (1) The employee's pro-rata share of the actual purchase price of the residence; or
- (2) \$875,000.

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F. The Chief Financial Officer is the approving authority for all real estate transaction expenses, including those mentioned in 6.C.-E.

**7. PROCEDURES:** See [TSA Handbook on Authorization and Reimbursement for Relocations](#).

**8. EFFECTIVE DATE AND IMPLEMENTATION:** This directive is effective immediately upon signature.

**APPROVAL**

*Signed*

*10/14/08*

\_\_\_\_\_  
David R. Nicholson, Assistant Administrator for  
Finance and Administration/Chief Financial Officer

\_\_\_\_\_  
Date

Filing Instructions:	File 200.1.1
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Point of Contact:	Branch Chief, OFM Financial Policy, Travel, and Procedures (571) 227-3050, <a href="mailto:finance@dhs.gov">finance@dhs.gov</a>

**TSA MANAGEMENT DIRECTIVE No. 1000.12  
POLICY FOR RELOCATIONS**

**ATTACHMENT 1 - ALLOWANCES FOR RELOCATION**

Transportation Security Administration Allowances for Relocation				
Transfer between Official Stations CONUS				
	Agency Will Pay	Agency Will Not Pay	Discretionary <sup>(a)</sup>	Authority
Relocation Income Tax Allowance (RITA)	X			FAATP 302-3.101(f) & 302-61
En Route Transportation for Employee	X			FAATP 302-3.101(a) & 302-20
En Route Transportation for Immediate Family	X			FAATP 302-3.101(a) & 302-20
En Route Subsistence for Employee	X			FAATP 302-3.101(a) & 302-20
En Route Subsistence for Immediate Family	X			FAATP 302-3.101(a) & 302-20
Transportation of Household Goods (HHG)	X			FAATP 302-3.101(b), 302-40
Transportation of Household Goods if Mobile Home Transport is Elected		X		FAATP 302-3.101(b) & 302-45
Transportation of a Mobile Home	X			FAATP 302-45.2 & 302-45.3
Temporary Storage of Household Goods	X			FAATP 302-3.101(b), 302-41
Miscellaneous Expenses	X			FAATP 302-3.101(e) & 302.60
Sale of Residence at Old Official Station			X <sup>(b)</sup>	TSA Amendments Dated May 12, 2004, February 14, 2006, and August 17, 2007
Termination of Lease in Accordance with Applicable Regulations			X <sup>(b)</sup>	TSA Amendments Dated May 12, 2004, February 14, 2006, and August 17, 2007
Non-Temporary Storage of Household Goods			X	FAATP 302-3.102(c)
Property Management Service Incentive			X <sup>(b)</sup>	FAATP 302-3.102(f) & 302-54
Property Management Service Expenses			X <sup>(b)</sup>	FAATP 302-3.102(e) 302-51
House Hunting Trip			X	FAATP 302-3.102(a), 302-21
Temporary Quarters Subsistence Expense (TQSE)			X	FAATP 302-3.102(b) & 302-22
Purchase of Residence at New Official Station			X <sup>(b)</sup>	TSA Amendments Dated May 12, 2004, February 14, 2006, and August 17, 2007
Unaccompanied Air Baggage (UAB) Allowance	N/A	N/A	N/A	6 Foreign Affairs Manual 148.2
Personally Owned Vehicle (POV) Transport (1 Vehicle)			X	FAATP 302-3.102(d) & 302-43
Pre-Departure Subsistence Expense (CONUS)	N/A	N/A	N/A	Department of State Standardized Regulations 242.3
Temporary Quarters Subsistence Allowance (TQSA) Upon First Arrival (At Post)	N/A	N/A	N/A	Department of State Standardized Regulations 123
Separate Maintenance Allowance (SMA)	N/A	N/A	N/A	Department of State Standardized Regulations 260
Temporary Quarters Subsistence Allowance (TQSA) Preceding Final Departure (At Post)	N/A	N/A	N/A	Department of State Standardized Regulations 124

(a) Discretionary expenses noted on the relocation travel authorization must be approved by the receiving program's assistant administrator or designee.

(b) Real estate benefits must be approved by the TSA CFO and determined hard-to-fill by the OHC.

**TSA MANAGEMENT DIRECTIVE No. 1000.12  
POLICY FOR RELOCATIONS**

**ATTACHMENT 1 - ALLOWANCES FOR RELOCATION**

<b>Transportation Security Administration Allowances for Relocation</b>				
<b>Transfer Between Official Stations - Other Non-Foreign<sup>(c)</sup></b>				
	<b>Agency Will Pay</b>	<b>Agency Will Not Pay</b>	<b>Discretionary<sup>(a)</sup></b>	<b>Authority</b>
<b>Relocation Income Tax Allowance (RITA)</b>	X			FAATP 302-3.101(f)
<b>En Route Transportation for Employee</b>	X			FAATP 302-3.101(a)
<b>En Route Transportation for Immediate Family</b>	X			FAATP 302-3.101(a)
<b>En Route Subsistence for Employee</b>	X			FAATP 302-3.101(a)
<b>En Route Subsistence for Immediate Family</b>	X			FAATP 302-3.101(a)
<b>Transportation of Household Goods (HHG)</b>	X			FAATP 302-3.101(b)
<b>Transportation of Household Goods if Mobile Home Transport is Elected</b>	N/A	N/A	N/A	FAATP 302-3.101(b) & 302-45
<b>Transportation of a Mobile Home</b>		X		FAATP 302-45.2 & 302-45.3
<b>Temporary Storage of Household Goods</b>	X			FAATP 302-3.101(b)
<b>Miscellaneous Expenses</b>	X			FAATP 302-3.101(e)
<b>Sale of Residence at Old Official Station</b>			X <sup>(b)</sup>	TSA Amendments Dated May 12, 2004, February 14, 2006, and August 17, 2007
<b>Termination of Lease in Accordance with Applicable Regulations</b>			X <sup>(b)</sup>	TSA Amendments Dated May 12, 2004, February 14, 2006, and August 17, 2007
<b>Non-Temporary Storage of Household Goods</b>			X	FAATP 302-3.102(c)
<b>Property Management Service Incentive</b>			X <sup>(b)</sup>	FAATP 302-3.102(f)
<b>Property Management Service Expenses</b>			X <sup>(b)</sup>	FAATP 302-3.102(e)
<b>House Hunting Trip</b>			X	FAATP 302-3.102(a)
<b>Temporary Quarters Subsistence Expense (TQSE)</b>			X	FAATP 302-3.102(b)
<b>Purchase of Residence at New Official Station</b>			X <sup>(b)</sup>	TSA Amendments Dated May 12, 2004, February 14, 2006, and August 17, 2007
<b>Unaccompanied Air Baggage (UAB) Allowance</b>	N/A	N/A	N/A	6 Foreign Affairs Manual 148.2
<b>Personally Owned Vehicle (POV) Transport (1 Vehicle)</b>			X	FAATP 302-3.102(d)
<b>Pre-Departure Subsistence Expense (CONUS)</b>	N/A	N/A	N/A	Department of State Standardized Regulations 242.3
<b>Temporary Quarters Subsistence Allowance (TQSA) Upon First Arrival (At Post)</b>	N/A	N/A	N/A	Department of State Standardized Regulations 123
<b>Separate Maintenance Allowance (SMA)</b>	N/A	N/A	N/A	Department of State Standardized Regulations 260
<b>Temporary Quarters Subsistence Allowance (TQSA) Preceding Final Departure (At Post)</b>	N/A	N/A	N/A	Department of State Standardized Regulations 124

(a) Discretionary expenses notated on the relocation travel authorization must be approved by the receiving program's assistant administrator.  
(b) Real estate benefits must be approved by the TSA CFO.  
(c) This includes Non-Foreign Area to CONUS, CONUS to Non-Foreign Area, and Non-Foreign Area to Non-Foreign Area

**TSA MANAGEMENT DIRECTIVE No. 1000.12  
POLICY FOR RELOCATIONS**

**ATTACHMENT 1 - ALLOWANCES FOR RELOCATION**

<b>Transportation Security Administration Allowances for Relocation</b>				
<b>New Appointee Relocation</b>				
	<b>Agency Will Pay</b>	<b>Agency Will Not Pay</b>	<b>Discretionary <sup>(a)</sup></b>	<b>Authority</b>
Relocation Income Tax Allowance (RITA)		X		FAATP 302-5.103(i)
En Route Transportation for Employee	X			FAATP 302-5.101(a)
En Route Transportation for Immediate Family	X			FAATP 302-5.101(b)
En Route Subsistence for Employee	X			FAATP 302-5.101(a)
En Route Subsistence for Immediate Family		X		FAATP 302-5.103(a)
Transportation of Household Goods (HHG)	X			FAATP 302-5.101(c)
Transportation of Household Goods if Mobile Home Transport is Elected		X		FAATP 302-41 & 302-5.101(c)
Transportation of a Mobile Home	X <sup>(b)</sup>			FAATP 302-5.101(c)
Temporary Storage of Household Goods	X			FAATP 302-5.101(c)
Miscellaneous Expenses		X		FAATP 302.60.3
Sale of Residence at Old Official Station		X		FAATP 302-5.103(e)
Termination of Lease in Accordance with Applicable Regulations		X		FAATP 302-5.103(e)
Non-Temporary Storage of Household Goods		X		FAATP 302-5.102
Property Management Service Incentive		X		FAATP 302-5.103(h)
Property Management Service Expenses		X		FAATP 302-5.103(f)
House Hunting Trip		X		FAATP 302-5.103(b)
Temporary Quarters Subsistence Expense (TQSE)		X		FAATP 302-5.103(c)
Purchase of Residence at New Official Station		X		FAATP 302-5.103(e)
Unaccompanied Air Baggage (UAB) Allowance	N/A	N/A	N/A	6 Foreign Affairs Manual 148.2
Personally Owned Vehicle (POV) Transport (1 Vehicle)		X		FAATP 302-5.103(d)
Pre-Departure Subsistence Expense (CONUS)	N/A	N/A	N/A	Department of State Standardized Regulations 242.3
Temporary Quarters Subsistence Allowance (TQSA) Upon First Arrival (At Post)	N/A	N/A	N/A	Department of State Standardized Regulations 123
Separate Maintenance Allowance (SMA)	N/A	N/A	N/A	Department of State Standardized Regulations 260
Temporary Quarters Subsistence Allowance (TQSA) Preceding Final Departure (At Post)	N/A	N/A	N/A	Department of State Standardized Regulations 124

(a) Discretionary expenses notated on the relocation travel authorization must be approved by the receiving program's assistant administrator.

(b) Agency will pay for the transportation of a mobile home allowance if the new duty station is within CONUS.

**TSA MANAGEMENT DIRECTIVE No. 1000.12  
POLICY FOR RELOCATIONS**

**ATTACHMENT 1 - ALLOWANCES FOR RELOCATION**

Transportation Security Administration Allowances for Relocation				
Employee Transfers <i>To &amp; During</i> a Temporary Change of Station (TCS)				
	Agency Will Pay	Agency Will Not Pay	Discretionary <sup>(a)</sup>	Authority
Relocation Income Tax Allowance (RITA)	X			FAATP 302-4.100(f)
En Route Transportation for Employee	X			FAATP 302-4.100(a)
En Route Transportation for Immediate Family	X			FAATP 302-4.100(a)
En Route Subsistence for Employee	X			FAATP 302-4.100(a)
En Route Subsistence for Immediate Family	X			FAATP 302-4.100(a)
Transportation of Household Goods (HHG)	X			FAATP 302-4.100(b)
Transportation of Household Goods if Mobile Home Transport is Elected		X		FAATP 302-4.100(d)
Transportation of a Mobile Home	X <sup>(b)</sup>			FAATP 302-4.100(d)
Temporary Storage of Household Goods	X			FAATP 302-4.100(b)
Miscellaneous Expenses	X			FAATP 302-4.100(c)
Sale of Residence at Old Official Station		X		FAATP 302-4.102(b)
Termination of Lease in Accordance with Applicable Regulations	X			FAATP 302-4.100(e), (302-4.200)
Non-Temporary Storage of Household Goods	X			FAATP 302-4.200(a) Only <i>During</i> TCS Not available if mobile home transportation elected as provided in 302-4.100(d)
Property Management Service Incentive		X		FAATP 302-4.100(e)
Property Management Service Expenses			X	FAATP 302-4.200(b), 302-4.100(d), 302-4.100(e)
House Hunting Trip		X		FAATP 302-4.102(a)
Temporary Quarters Subsistence Expense (TQSE)			X	FAATP 302-4.101(a)
Purchase of Residence at New Official Station		X		FAATP 302-4.102(b)
Unaccompanied Air Baggage (UAB) Allowance	N/A	N/A	N/A	6 Foreign Affairs Manual 148.2
Personally Owned Vehicle (POV) Transport (1 Vehicle)			X	FAATP 302-4.101(b)
Pre-Departure Subsistence Expense (CONUS)	N/A	N/A	N/A	Department of State Standardized Regulations 242.3
Temporary Quarters Subsistence Allowance (TQSA) Upon First Arrival (At Post)	N/A	N/A	N/A	Department of State Standardized Regulations 123
Separate Maintenance Allowance (SMA)	N/A	N/A	N/A	Department of State Standardized Regulations 260
Temporary Quarters Subsistence Allowance (TQSA) Preceding Final Departure (At Post)	N/A	N/A	N/A	Department of State Standardized Regulations 124

(a) Discretionary expenses notated on the relocation travel authorization must be approved by the receiving program's assistant administrator.  
(b) Agency will pay for the transportation of a mobile home allowance if the new duty station is within CONUS.

**TSA MANAGEMENT DIRECTIVE No. 1000.12  
POLICY FOR RELOCATIONS**

**ATTACHMENT 1 - ALLOWANCES FOR RELOCATION**

<b>Transportation Security Administration Allowances for Relocation</b>				
<b>Relocation Upon Completion of Assignment and Return to Previous Official Station or Separation from Government Service</b>				
	<b>Agency Will Pay</b>	<b>Agency Will Not Pay</b>	<b>Discretionary <sup>(a)</sup></b>	<b>Authority</b>
<b>Relocation Income Tax Allowance (RITA)</b>		<b>X</b>		FAATP 302-7.10 (j)
<b>En Route Transportation for Employee</b>	<b>X</b>			FAATP 302-7.9(a)
<b>En Route Transportation for Immediate Family</b>	<b>X</b>			FAATP 302-7.9(b)
<b>En Route Subsistence for Employee</b>	<b>X</b>			FAATP 302-7.9(a)
<b>En Route Subsistence for Immediate Family</b>		<b>X</b>		FAATP 302-7.10(a)
<b>Transportation of Household Goods (HHG)</b>	<b>X</b>			FAATP 302-7.9(c)
<b>Transportation of Household Goods if Mobile Home Transport is Elected</b>		<b>X</b>		FAATP 302-3.101(b) & 302-45
<b>Transportation of a Mobile Home</b>		<b>X</b>		FAATP 302-7.10(e)
<b>Temporary Storage of Household Goods</b>	<b>X</b>			FAATP 302-7.9(c)
<b>Miscellaneous Expenses</b>		<b>X</b>		FAATP 302-7.10(i)
<b>Sale of Residence at Old Official Station</b>		<b>X</b>		FAATP 302-7.10(f)
<b>Termination of Lease in Accordance with Applicable Regulations</b>		<b>X</b>		TSA Amendments Dated May 12, 2004, February 14, 2006, and August 17, 2007
<b>Non-Temporary Storage of Household Goods</b>		<b>X</b>		FAATP 302-7.10(d)
<b>Property Management Service Incentive</b>		<b>X</b>		FAATP 302-7.10(h)
<b>Property Management Service Expenses</b>		<b>X</b>		FAATP 302-7.10(g)
<b>House Hunting Trip</b>		<b>X</b>		FAATP 302-7.10(b)
<b>Temporary Quarters Subsistence Expense (TQSE)</b>		<b>X</b>		FAATP 302-7.10(c)
<b>Purchase of Residence at New Official Station</b>		<b>X</b>		FAATP 302-7.10(f)
<b>Unaccompanied Air Baggage (UAB) Allowance</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	6 Foreign Affairs Manual 148.2
<b>Personally Owned Vehicle (POV) Transport (1 Vehicle)</b>	<b>X</b>			FAATP 302-6.10(c) & 302.201(d)
<b>Pre-Departure Subsistence Expense (CONUS)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	Department of State Standardized Regulations 242.3
<b>Temporary Quarters Subsistence Allowance (TQSA) Upon First Arrival (At Post)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	Department of State Standardized Regulations 123
<b>Separate Maintenance Allowance (SMA)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	Department of State Standardized Regulations 260
<b>Temporary Quarters Subsistence Allowance (TQSA) Preceding Final Departure (At Post)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	Department of State Standardized Regulations 124

(a) Discretionary expenses notated on the relocation travel authorization must be approved by the receiving program's assistant administrator.

**TSA MANAGEMENT DIRECTIVE No. 1000.12  
POLICY FOR RELOCATIONS**

**ATTACHMENT 1 - ALLOWANCES FOR RELOCATION**

<b>Transportation Security Administration Allowances for Relocation</b>				
<b>PCS To a Foreign Post of Duty</b>				
	<b>Agency Will Pay</b>	<b>Agency Will Not Pay</b>	<b>Discretionary <sup>(a)</sup></b>	<b>Authority</b>
<b>Relocation Income Tax Allowance (RITA)</b>		<b>X</b>		FAATP 302-3.203(h)
<b>En Route Transportation for Employee</b>	<b>X</b>			FAATP 302-3.201(a)
<b>En Route Transportation for Immediate Family</b>	<b>X</b>			FAATP 302-3.201(a)
<b>En Route Subsistence for Employee</b>	<b>X</b>			FAATP 302-3.201(a)
<b>En Route Subsistence for Immediate Family</b>	<b>X</b>			FAATP 302-3.201(a)
<b>Transportation of Household Goods (HHG)</b>	<b>X</b>			FAATP 302-3.201(b)
<b>Transportation of Household Goods if Mobile Home Transport is Elected</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	FAATP 302-3.101(b) & 302-45
<b>Transportation of a Mobile Home</b>		<b>X</b>		FAATP 302-45.2 & 302-45.3
<b>Temporary Storage of Household Goods</b>	<b>X</b>			FAATP 302-3.201(b)
<b>Miscellaneous Expenses</b>	<b>X</b>			FAATP 302-3.201(c)
<b>Sale of Residence at Old Official Station</b>		<b>X</b>		FAATP 302-3.203(c)
<b>Termination of Lease in Accordance with Applicable Regulations</b>		<b>X</b>		FAATP 302-3.203(d)
<b>Non-Temporary Storage of Household Goods</b>			<b>X</b>	FAATP 302-3.202(a)
<b>Property Management Service Incentive</b>		<b>X</b>		FAATP 302-3.203(g)
<b>Property Management Service Expenses</b>			<b>X</b>	FAATP 302-3.202(c)
<b>House Hunting Trip</b>		<b>X</b>		FAATP 302-3.203(a)
<b>Temporary Quarters Subsistence Expense (TQSE)</b>			<b>X</b>	FAATP 302-3.203(b)
<b>Purchase of Residence at New Official Station</b>			<b>X</b>	FAATP 302-3.203(e)
<b>Unaccompanied Air Baggage (UAB) Allowance</b>	<b>X</b>			6 Foreign Affairs Manual 148.2
<b>Personally Owned Vehicle (POV) Transport (1 Vehicle)</b>			<b>X</b>	FAATP 302-3.202(b)
<b>Pre-Departure Subsistence Expense (CONUS)</b>	<b>X</b>			Department of State Standardized Regulations 242.3
<b>Temporary Quarters Subsistence Allowance (TQSA) Upon First Arrival (At Post)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	Department of State Standardized Regulations 123
<b>Separate Maintenance Allowance (SMA)</b>			<b>X<sup>(b)</sup></b>	Department of State Standardized Regulations 260
<b>Temporary Quarters Subsistence Allowance (TQSA) Preceding Final Departure (At Post)</b>	<b>X</b>			Department of State Standardized Regulations 124

(a) Discretionary expenses notated on the relocation travel authorization must be approved by the receiving program's assistant administrator.  
(b) Discretionary benefits that must be approved by OHC

**TSA MANAGEMENT DIRECTIVE No. 1000.12  
POLICY FOR RELOCATIONS**

**ATTACHMENT 1 - ALLOWANCES FOR RELOCATION**

<b>Transportation Security Administration Allowances for Relocation</b>				
<b>PCS From a Foreign Post of Duty</b>				
	<b>Agency Will Pay</b>	<b>Agency Will Not Pay</b>	<b>Discretionary <sup>(a)</sup></b>	<b>Authority</b>
Relocation Income Tax Allowance (RITA)	X			FAATP 302-3.301(d)
En Route Transportation for Employee	X			FAATP 302-3.301(a)
En Route Transportation for Immediate Family	X			FAATP 302-3.301(a)
En Route Subsistence for Employee	X			FAATP 302-3.301(a)
En Route Subsistence for Immediate Family	X			FAATP 302-3.301(a)
Transportation of Household Goods (HHG)	X			FAATP 302-3.301(b)
Transportation of Household Goods if Mobile Home Transport is Elected	N/A	N/A	N/A	FAATP 302-3.101(b) & 302-45
Transportation of a Mobile Home		X		FAATP 302-45.2 & 302-45.3
Temporary Storage of Household Goods	X			FAATP 302-3.301(b)
Miscellaneous Expenses	X			FAATP 302-3.301(c)
Sale of Residence at Old Official Station		X		FAATP 302-3.305(b)
Termination of Lease in Accordance with Applicable Regulations		X		FAATP 302-3.305(c)
Non-Temporary Storage of Household Goods			X	FAATP 302-3.303(b)
Property Management Service Incentive		X		FAATP 302-3.305(g)
Property Management Service Expenses		X		FAATP 302-3.305(e)
House Hunting Trip		X		FAATP 302-3.305(a)
Temporary Quarters Subsistence Expense (TQSE)			X	FAATP 302-3.303(a)
Purchase of Residence at New Official Station		X		FAATP 302-3.305(d)
Unaccompanied Air Baggage (UAB) Allowance	X			6 Foreign Affairs Manual 148.2
Personally Owned Vehicle (POV) Transport (1 Vehicle)			X	FAATP 302-3.303(c)
Pre-Departure Subsistence Expense (CONUS)		X		Department of State Standardized Regulations 242.3
Temporary Quarters Subsistence Allowance (TQSA) Upon First Arrival (At Post)		X		Department of State Standardized Regulations 123
Separate Maintenance Allowance (SMA)	N/A	N/A	N/A	Department of State Standardized Regulations 260
Temporary Quarters Subsistence Allowance (TQSA) Preceding Final Departure (At Post)	X			Department of State Standardized Regulations 124

(a) Discretionary expenses notated on the relocation travel authorization must be approved by the receiving program's assistant administrator.  
(b) Real estate benefits must be approved by the TSA CFO.