

Frequently Asked Questions: Transferees

The following FAQs apply to Agencies who follow the Federal Travel Regulations (FTR):

What is a transferred employee?

A transferred employee is an employee who transfers from one official station to another. This may also include employees separated as a result of reduction in force or transfer of functions who are re-employed within one year after such separation.

What is my effective transfer or appointment date?

Your effective transfer or appointment date is the date on which you report for duty at your new or first official station.

As a transferred employee what relocation allowances must my agency pay or reimburse me for incident to a permanent change of station?

As a transferred employee there are mandatory and discretionary relocation expenses. Once an agency decision is made to pay or reimburse relocation expenses all entitlements indicated in Column 1 in Table A (CONUS) must be paid or reimbursed, unless otherwise stated in the applicable parts. The discretionary relocation allowances indicated in Column 2 of this table may or may not be paid by the agency.

Table A: Transfer between official stations in the continental United States (CONUS)

<u>Column 1 (must pay)</u>	<u>Column 2 (discretionary)</u>
Relocation entitlements that the agency <u>must pay</u> or reimburse	Relocation allowances that the agency has <u>discretionary authority to pay</u> or reimburse
<ol style="list-style-type: none">1. Transportation and per diem of employee and immediate family member(s) to duty station2. Miscellaneous moving expenses3. Sell or buy residence transactions or lease termination expenses4. Transportation and temporary storage of household goods5. Extended storage of household goods6. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods7. Relocation income tax allowance (RITA)	<ol style="list-style-type: none">1. House-hunting per diem & transportation, employee & spouse only2. Temporary quarters subsistence expense (TQSE)3. Shipment of privately owned vehicle (POV)4. Use of a relocation service company5. Property management services6. Home marketing incentives

May I relocate to my new official duty station before I receive a written travel authorization?

No, you must have the written TA (paper or electronic) before you relocate to your new official duty station.

If I am approved by my Agency for relocation expenses, when should I start making my travel arrangements?

You and your immediate family member(s) may begin travel immediately upon receipt of your travel authorization (TA).

When an employee transfers between Federal agencies, who is responsible for paying the employee's relocation expenses?

When an employee transfers between Federal agencies, all allowable expenses must be paid from the funds of the agency that the employee is transferring to. However, in the case of a reduction in force or transfer of function, an agreement may be made between the agencies concerned as to what relocation allowances will be paid by either agency or split between them. This should include the payment of expenses for the extended storage of the employee's household goods when assigned to an isolated permanent duty station within CONUS or a transfer to, from, or between foreign countries.

When must I complete all aspects my relocation?

You and your immediate family member(s) must complete all aspects of your relocation within 2 years from the effective date of your transfer or appointment, except as provided in [§302-2.9](#) or [302-2.10](#).

Where should I go for additional information?

**Your Agency's Relocation Program Manager
or**

The Federal Travel Regulations are available at: <http://www.gsa.gov/travelpolicy>.