



Handbook F-12

June 1991

# RELOCATION POLICY



## HANDBOOK F-12 REVISION

**Relocation Policy Changes**

Employees affected by a reassignment are now entitled to expanded allowances. If the reassignment effective date on Form 50, *Notification of Personnel Action*, is dated on or after the date of this *Postal Bulletin*, the policies noted below change those currently defined in Handbook F-12, *Relocation Policy*.

Major changes for nonbargaining employees follow:

*Miscellaneous expense allowance.* Increases from \$1,000 to \$2,500.

*Temporary quarters and storage of household goods.* The approving official may grant up to an additional 15 days.

*Loan origination fee.* The 1 percent limitation increases to 2 percent.

*Advance round trips.* The employee may take up to three trips, and dependents may accompany the employee and/or spouse on these trips.

*Return trip to old duty station.* One trip is allowed.

*Real estate time reimbursement limit.* The written annual extension request and approval for year 2 and year 3 is changed. A written request and approval is necessary for the third year only.

**Relocation Management Firm**

*Home Purchase Program.* No deviation is required; the grade level changes from EAS-21 and above to EAS-19 and above. The required marketing time of 60 days is eliminated.

*Marketing Assistance.* Available upon request.

Changes for all postal employees follow:

The following real estate transaction expenses are reimbursable:

- Tax service (document filing)
- Underwriting fees
- Owner's title insurance

The requirement to have Form 4877, *Reimbursement of Real Estate Expenses—Change of Official Station*, approved by an official at the former duty station for real estate selling expenses is eliminated. The only signature required is the approving official's at the new duty station.

NOTE: Form 8059, *Request for Relocation Management Firm (RMF) Service*, must initiate any RMF service. The current form is not updated for marketing services. Therefore, when employees request this service, write the request on the face of the form.

Section IV, Approvals, part A, Sales Expenses, and B, Purchase Expenses, of the October 1990 edition of Form 4877 is now obsolete. The approving official signs the form in the space titled Funding Finance Number Approving Official's Signature and Date.

Change the following sections of Handbook F-12, *Relocation Policy*:

**281 Maximum time for completing your move.** You should complete your move as soon as possible. You must complete all allowable travel and transportation within 3 years from the effective date (date reported for duty at your new official station) of your transfer or appointment. The time limit for real estate transactions is as follows:

Nonbargaining employees—2 years from the effective date of your transfer or appointment. The time limit may be extended for an additional year.

Bargaining employees—1 year; however, this time limit may be extended for up to 2 additional years. (See section 610.2(d).)

**291 Nonbargaining employees.** You may claim \$2,500, regardless of marital/family status. The itemization feature is not allowed. (See Exhibit 291.)

**Chapter 3 Advance Round Trip, En Route and Return Trip to Old Residence****310 Taking an Advance Round Trip**

**311 General rule.** When circumstances warrant, the appropriate approving official may authorize travel and expenses for up to three round trips (for nonbargaining employees) or one round trip (for bargaining employees) for the purpose of seeking a permanent residence or mobile home site at the new official station. You may take this trip with your spouse, or either of you may take it alone. Nonbargaining employees or their spouses may have their dependents accompany them if necessary. If you take this trip, you must take it before you report to your new official duty station. If your spouse takes this trip instead of you, he or she must take it before your family moves to the new duty station, but not later than 2 years from your reporting date. New employees and their spouses will not be allowed an advance round trip unless an officer of the Postal Service authorizes it.

**312.2 Amount of time for the advance round trip.** The Postal Service will allow a reasonable amount of time for the advance round trip, considering the distance between old and new duty stations, the mode of transportation to be used, and the housing situation at the new location. In no case will the Postal Service pay for an advance round trip of more than 10 calendar days (9 nights of lodging), including travel time. In authorizing a mode of transportation, the Postal Service will allow for minimum time en route and maximum time at the official station locality. You will be on working status during the period of absence for the approved round trip and will not be charged leave.

## Relocation Policy Changes—Continued

NOTE: Nonbargaining employees are allowed three round trips, if necessary, not to exceed 10 days and 9 nights in total.

**312.5 Claiming per diem, lodging, and personal phone calls home expenses for the advance round trip.** If you, your spouse, and dependent(s) take the advance round trip, you may claim actual lodging expenses. Quarterly per diem is allowed as follows:

- a. Employee: Standard quarterly per diem.
- b. Spouse: 75 percent of the standard quarterly per diem rate.
- c. Dependent(s) (nonbargaining employees): Each dependent receives 75 percent of the standard quarterly per diem rate.
- d. Spouse unaccompanied by employee: Standard quarterly per diem.

NOTE: See Appendix B for applicable per diem rates. For advance round trips to Alaska, Hawaii, Puerto Rico, or United States possessions, per diem rates published by the Department of Defense in Civilian Personnel Per Diem Bulletins apply.

One phone call home, per 24-hour period, may be reimbursed when the employee's immediate family does not accompany the employee (or the employee does not accompany the immediate family) on the advance round trip. The length of the reimbursable phone call may not exceed 5 minutes. The least expensive means of placing the phone call must be used, when possible. Postal Service owned or leased phone lines may be used for these calls. If Postal Service owned or leased lines are not used for these calls, you may claim the expense on your Form 1012, *Travel Voucher* (no receipts are necessary). Questionable costs may be subject to challenge or request for clarification by approving officials.

### 340 Return Trip to Old Residence (Nonbargaining Employees)

**341 Conditions.** If you report to your place of assignment before you have relocated, you are entitled one trip to your old residence to conclude relocation-associated business or return to accompany your family to the new residence. No advances are authorized for this trip and no per diem or lodging costs may be claimed for expenses incurred while at your old residence.

**342 Reimbursable expenses.** You will be reimbursed for the following items under this allowance:

- a. Transportation expenses for yourself only;
- b. Limousine or taxi fare to or from transportation terminals, the current mileage rate if a POV is used to go to and from these facilities, parking fees; and
- c. Per diem while traveling.

**343 Public transportation.** If you plan to travel by air, rail, or bus, you are expected to use your personal U.S. government credit card to obtain your ticket at the lowest fare available.

### 410 Making Shipping Arrangements

### 412 All employees

#### 412.1 RMF services

- g. Storing household goods up to 60 days, if necessary. The approving official may grant up to an additional 15 days for nonbargaining employees. No additional extensions will be allowed.

### 510 Allowances for Temporary Quarters

### 520 Limitations on Temporary Quarters

#### 522 Authorizing expenses for temporary quarters

**522.1 Temporary quarters time period.** The appropriate approving official may authorize subsistence expenses for temporary quarters for 60 consecutive calendar days (for nonbargaining employees) or 30 days (for bargaining employees). The approving official may grant up to an additional 15 days for nonbargaining employees. No additional extensions will be allowed. If temporary quarters are occupied for any part of a day, it counts as 1 day of the authorized maximum number of days. The approving official may reduce or disallow allowances for temporary quarters if:

- a. You have made a round trip to seek permanent residence quarters; or
- b. As a result of extended temporary duty at the new official station (detail) or other circumstances, you have had the opportunity to make arrangements for permanent quarters; or
- c. The approving official determines that you have had enough time to find permanent quarters.

**522.2 Interruption of temporary quarters.** The 60 consecutive days (for nonbargaining employees) or 30 consecutive days (for bargaining employees) may be interrupted only for the following reasons:

- a. Time spent in official travel status.
- b. Scheduled vacation leave that the employee cannot change.
- c. Other extenuating circumstances over which the employee has no control, such as a death in the family.

## Relocation Policy Changes—Continued

The temporary quarters time period may be interrupted only when all expenses (lodging, meals, laundry, and cleaning) associated with the temporary quarters are suspended for the time the employee is away.

If members of the employee's immediate family remain in temporary quarters while the employee is away, temporary quarters cannot be interrupted.

**523.2 Limitation on reimbursements during return trips home.** The Postal Service does not allow subsistence expenses while you are at home. However, if you can show by cost comparison that the round-trip expenses would not be greater than expenses incurred while in the temporary quarters site, the Postal Service may reimburse you for the costs of traveling home and returning to the temporary quarters. You must discuss this with the official who approves the voucher before arbitrarily returning home and subsequently claiming related expenses. (Nonbargaining employees see part 340 for further details.)

### 610 Conditions and Requirements

### 612 Conditions for reimbursement

*d.* The settlement dates for the sale and purchase, or for terminating the lease, are not later than 2 years (for nonbargaining employees) or not later than 1 (initial) year (for bargaining employees) after the date on which you reported for duty at your new official station. If you submit a written request to the appropriate approving official before the end of the second year (for nonbargaining employees) or before the end of the initial year and second year (for bargaining employees), this time limit may be extended for up to 1 additional year.

**NOTE:** If you encounter unique and unusual circumstances, you may submit a written request through your installation or department head to the appropriate officer for a second extension of up to 1 year (for nonbargaining employees) or a third extension (for bargaining employees). You must submit this request well before the extension taking you into the third year expires. Any further extensions must be processed using the deviation procedures described in part 180. You must specify exactly the efforts you have taken to market the property and provide documentation showing a continuous and reasonable effort to complete the transaction. Each manager in the chain-of-command must attach a recommendation with supporting comments. If an extension is approved, your office must immediately prepare an amended Form 178, *Specific Travel Order—Relocation and Relocation Agreement*, and distribute it.

### 624 Costs of selling or buying a home

**624.2 Reimbursable costs.** The following costs may be reimbursed:

*j.* Tax services (document filing).

1. Loan origination fee (nonbargaining employees only) associated with the purchase of a residence at the new official duty station. Limited to no more than 2 percent of the value of the associated loan.

### 625 Settlement costs

**625.1 Reimbursable expenses.** The Postal Service will reimburse the following settlement costs if they do not exceed the amounts customarily charged in the locality of the residence and they are customarily paid by the seller in the area of the old official station or by the buyer in the area of the new official station:

- a.* FHA or VA loan application fee.
- b.* Costs of preparing a credit report.
- c.* Mortgage and transfer taxes.
- d.* State revenue stamps and similar fees and charges.
- e.* Mortgage title insurance required by the lending institution to obtain a mortgage loan (commonly called lender's coverage).
- f.* Owners title insurance purchased by the buyer. Attorney fees for title search and abstracts are not reimbursable.
- g.* Underwriting fees.

**625.3 Nonreimbursable expenses.** The Postal Service will not reimburse the following settlement costs:

- a.* Insurance against damage or loss of property.
- b.* Interest on loans, points, and mortgage discounts.
- c.* Loan commitment fee.
- d.* Loan origination fee (bargaining employees).
- e.* Loan assumption or transfer fee.
- f.* Property taxes.
- g.* Operating or maintenance costs.
- h.* VA funding fee (see section 625.1).

### 632 How your claim will be reviewed and approved.

Submit Form 4877 with supporting documents to the approving official who approves your travel for the change in duty stations. The approving official will review your claims for reasonableness based on policy and sign the voucher. After the voucher is reviewed and signed, the approving official will submit your voucher to the San Mateo Accounting Service Center (SMASC). The SMASC will audit and process vouchers for payment. Expenses

## Relocation Policy Changes—Continued

claimed which are not covered within Chapter 6 of this handbook will not be paid.

### 640 RMF Service for Home Sales

#### 641 Requirements

**641.1 Eligibility.** This program is offered to EAS personnel, grade level 19 or above (Inspection Service personnel grade level 17 or above) only. Participation in the program is optional and must be exercised within 45 days after the effective date of your new assignment. You and your new manager must ensure adherence to the 45-day time frame. If you need to delay this decision, you must follow the procedures outlined in section 180 of this handbook. The following criteria must be met:

- a. The title to the residence must comply with the conditions stated in section 612.b.
- b. The distance between the former residence and the new official duty station must be at least 70 miles.
- c. The residence to be sold must be appraised at no less than \$50,000 and must be situated on no more than 1 acre of land. The \$50,000 appraisal criteria will ultimately be governed by the appraisal performed by the independent appraisers chosen by you from a list provided by the RMF.

NOTE: Mobile homes, houseboats, uninsurable homes, homes that cannot be financed, homes that are not in marketable condition, homes on which construction has not been completed, homes located on excess acreage, homes that do not comply with state and local codes, homes that are contaminated with toxic substances such as radon gas, lead paint, asbestos or Urea Formaldehyde Foam Insulation (UFFI), and other similar residences are not eligible for consideration.

#### 642 Guidelines to follow when filing for home sale services

##### 642.1 Elements of the Home Sale Service Request.

The employee must include the following with their request:

- a. Copy of the closing statement pertaining to the purchase of your old residence.
- b. The real estate broker(s) report on marketing efforts, which includes length of market time, list prices, concessions offered, and copies of the advertisement, if available (not required).
- c. Copy of a recent property appraisal, if available. (A property appraisal conducted by a financial institution is not acceptable.)

- d. If readily available, photographs of the property and immediate area, and/or other documentation that would support the request.

**642.2 The activation process.** The transferee must present all supporting documentation to their immediate PCES manager along with a completed form 8059, *Request for Relocation Management Firm (RMF) Service*. The package must be forwarded to the following appropriate approving official which is one of the following:

*Manager, Corporate Accounting, Finance*—for Headquarters related personnel (includes Headquarters field units).

*Area Office Manager, Finance*—for area office related personnel.

*Area Office Manager, Finance*—for district/plant related personnel.

*Chief Postal Inspector, Deputy Chief Inspector Operations*—for Headquarters Inspection Service related personnel

*Inspector in Charge*—for Inspection Service personnel.

The appropriate approving official will sign a completed Form 8059, *Request for Relocation Management Firm (RMF) Service*, and forward the form to the San Mateo Information Service Center (SMISC). The Form 8059 authorizes the SMISC to initiate the RMF service for the transferee.

**642.3 Relocation coordinator.** The RMF will assign a relocation coordinator to act as your contact within 2 days after the firm is notified that you plan to use its service. The relocation coordinator will answer questions relative to the home purchase service.

### 650 RMF Service for Marketing Assistance

**651 Marketing assistance.** Marketing assistance starts as soon as you are authorized for service. The RMF consultant will help you market your home even before it is appraised. The goal is to help you to get the best possible price for your home in a reasonable period of time.

**652 Eligibility.** Participation in the program is optional and is available to all EAS personnel.

### 940 Submitting Travel/Relocation Vouchers

**944 Submitting vouchers for transfers and change of station.** If you transfer from another government agency to the Headquarters of the Postal Service, or between Postal Service installations, you must charge these expenses to the appropriate account for relocation travel and to the department or office that is acquiring you. These vouchers will be processed by the San Mateo Information Service Center. Submit the vouchers to:

**Relocation Policy Changes—Continued**

RELOCATION MANAGEMENT SECTION  
 SAN MATEO INFORMATION SERVICE CENTER  
 2700 CAMPUS DRIVE  
 SAN MATEO CA 94497-9420

**Appendix C**

**Expense Accounts Used in Connection With Relocation/Travel**

Add:

**51245 Personal Benefits—Return Trips to Residence at Former Residence**

Delete the following sections:

**632.1 Where to submit Form 4877 for review and approval**

**632.2 Review of real estate expenses**

**633 How to submit a claim for payment**

**634 Administrative approval**

**634.1 Approving official**

**634.2 Forwarding for payment**

Change the following:

**Appendix D**

**Form 4877, Reimbursement of Real Estate Expenses—Change of Official Station**

- s. *Title of Approving Official (at former duty station):* No longer applicable.
- t. *Date:* No longer applicable.
- u. *Title of Approving Official (at new duty station):* No longer applicable.
- v. *Date:* No longer applicable.
- w. *Signature of Approving Official (at former duty station):* No longer applicable.
- x. *Signature of Approving Official (at new duty station):* No longer applicable.

—Finance, 8-4-94

**U.S. Postal Service**  
**Washington, D.C. 20260-5211**

**A. Explanation**

This new handbook contains all policy pertaining to relocation. It includes information formerly appearing in Chapter 7 of Handbook F-10, *Travel*, dated May 1, 1985, and Handbook F-10A, *Relocation Guidelines*, dated May 1, 1988, and all changes that have been published in the Postal Bulletin since May 1, 1985.

Highlights of incorporated changes include:

Per Diem Rates .....	High cost increased to \$8.50; average cost decreased to \$6.50.
Standard Mileage Rate .....	Mileage rate reimbursement for the use of privately owned automobiles increased to 24 a mile.
Travel Forms .....	Forms contain major revisions.
Home Sales .....	Relocation Management Firm (RMF) services may be requested by specified relocating EAS personnel.
Advance Round Trip .....	EAS employees allowed two trips.
Miscellaneous Expense .....	EAS employees' amount increased to \$1,000.
Household Goods .....	EAS employees afforded the option to use services of a RMF.
Personal Phone Calls.....	Allowance added to the appropriate section.
Grossing Up .....	EAS employees allowed Gross Up allowances.
Distance Requirement.....	Distance requirement for receiving relocation benefits standardized.
Lot Size .....	Reimbursement of real estate expenses limited to the equivalent of residences on no more than 5 acres.
High Cost Per Diem Localities .....	List updated.

**B. Filing**

The receiving office must provide Handbook F-12 to all relocating employees. All relocating personnel must acknowledge receipt of this handbook when signing Form 178, *Specific Travel Order - Relocation & Relocation Agreement*.

**C. Distribution**

- 1. Initial.** This document is being sent to Headquarters, Regions, Divisions, Management Sectional Centers (MSCs) and Postal Data Centers (PDCs); William F. Bolger Management Academy; Technical Training Center and Maintenance Technical Support Center; National Information Systems Development Center; Procurement & Materiel Management Service Centers and Offices; and Facilities Service Centers and Offices.

2. **Copies.** Additional copies may be ordered on Form 7380, *MDC Supply Requisition*, from your supply center.

**D. Comments and Questions**

Address any comments or questions regarding the handbook through official channels to:

GENERAL MANAGER  
ASSETS AND PAYABLES SYSTEMS DIVISION  
OFFICE OF ACCOUNTING  
DEPARTMENT OF THE CONTROLLER  
UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 8800  
WASHINGTON DC 20260-5211

**E. Effective Date**

These instructions are effective on receipt.



*M. Richard Porras*  
Assistant Postmaster General  
Department of the Controller

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## Form Reference List

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178	Specific Travel Order - Relocation & Relocation Agreement	244, 251, 270, 312.1b., 612a	244
1011	Travel Advance Request and Itinerary Schedule	170 d., 223	223
1012	Travel Voucher	312.5, 334, 531, 910, 920, 930, 940, 950	335.4
3903	(IRS) Moving Expenses	811.1 a	
4782	(IRS Facsimile Form) Employee Moving Expense Information	261.2, 810, 821a	810
4871	Relocation - Miscellaneous Expense Allowance Claim	291, 292.2, 931	291, 292.4
4872	Claim for Subsistence Expenses - Temporary Quarters	533.4, 533.5, 534.2, 534.3	533.4, 534.2
4877	Reimbursement of Real Estate Expenses - Change of Official Station	613, 631.1, 631.2, 632.1, 632.2, 633, 634.1, 634.2	631.1
4879	Certification Statement - Claim for Relocation Income Tax Allowance	823	
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## Chapter 1 Introduction to Handbook F-12

### 110 Organization

This handbook is organized to help you find information as easily as possible. In general, procedures follow the normal step-by-step relocation sequence, from receiving authorization to completing vouchers.

### 120 Special Features of Handbook F-12

#### 121 Table of Contents

The Table of Contents for Handbook F-12 serves as a reference source for the entire handbook. In addition to chapter, subchapter, and section headings, the Table of Contents contains a Form Reference List.

#### 122 Exhibits

Relevant forms appear at the end of the chapter in which they are referenced.

#### 123 Form Reference List

All forms mentioned in the handbook are listed by both number and title at the end of the Table of Contents. In the text, after being spelled out the first time, they are identified by form number.

#### 124 Appendix A, Approving Officials

This appendix lists, by title, those authorized to approve relocation vouchers, advances, and travel tickets purchased via Government Travel System (GTS).

#### 125 Appendix B, Reimbursement Rates

This appendix gives the rates that are used to reimburse you for mileage, per diem, and lodging. (Specific conditions and allowances are defined in the text.)

#### 126 Appendix C, Expense Accounts Used in Connection with Relocation/Travel

This appendix contains expense account numbers used in connection with relocation and travel.

#### 127 Appendix D, Instructions for Completion of Forms

This appendix contains the instructions for completion of travel and relocation forms included as exhibits in this handbook.

### 130 Setting Policy and Approving Relocation and Related Travel

#### 131 Role of the Postal Service

Title 39, Section 410 of the United States Code, gives the Postal Service the authority to establish its own relocation policy. Current policy is presented in this handbook. All Postal Service-related relocation must comply with the policies stated in this handbook.

**132 Role of PCES executives**

A Postal Career Executive Service (PCES) executive must be the approving official for relocation advances, relocation vouchers, and GTS tickets. In certain situations, this authority may be delegated to individuals who are not in the PCES. Those exceptions are detailed in Appendix A. PCES executives may not approve their own relocation advances, relocation vouchers, or GTS tickets. This must be done by their next highest approving official.

**140 When to Travel****141 Deciding when to travel due to relocation**

You must coordinate and plan your travel schedule with approval from both old and new duty station officials.

**142 Avoid unnecessary cost**

The Postal Service is committed to conserving energy and reducing costs. You are given as much freedom as possible within the guidelines of this handbook to decide what expenditures are necessary--and you are reimbursed for allowable costs you incur while relocating.

**143 If you are in the Inspection Service**

If you are in the Inspection Service, you must follow the instructions issued by the Chief Inspector.

**150 Where to Submit Relocation/Travel Documents for Payment**

Relocation/travel documents are submitted to the San Mateo Postal Data Center (PDC). See part 944 for the appropriate address.

**160 Responsibilities of the Approving Official****161 Authorizing travel**

As an approving official, you must review this handbook thoroughly before authorizing a relocation reimbursement request so that you are aware of the traveler's obligations and rights. You must:

- a. Make certain that the expenditures are necessary and directly related to Postal Service relocation.
- b. Approve use of a privately owned vehicle (POV), rental vehicle, apartment rental, etc., before expenses are incurred.

**162 Signing a voucher**

When you sign a voucher, you are verifying that transportation and expenses comply with postal policy. As the approving official, you must:

- a. Make sure that the original supporting documents are attached to the voucher.
- b. Make a cursory review to ensure expenses are reasonable and valid. (See Appendix B, part III.)

## 170 Responsibilities of the Traveler

You must use the same care and prudence as if you were relocating at your own expense. You must:

- a. Plan the itinerary to accomplish the relocation with minimum time and expense.
- b. Select the least costly mode of transportation that provides adequate service.
- c. Schedule your departure and arrival to conduct business as efficiently as possible.
- d. Submit Form 1011, *Travel Advance Request and Itinerary Schedule*, for advance of funds no sooner than 2 weeks before you need the money.
- e. Claim reimbursement only for allowable expenses.
- f. When possible, submit vouchers within the accounting period in which the relocation/travel was incurred, and settle travel advances promptly.

## 180 Deviations from the Regulations

### 181 How to request a deviation from these regulations

Requests for deviations where specific allowance parameters are set forth in this handbook will not be considered. In rare circumstances, however, you might need to request a deviation from these regulations. If an unusual situation arises which is not directly addressed in this handbook (if the case is indeed unique), a deviation request will be considered. To request a deviation, you must write a memo and submit it to your immediate supervisor with supporting documentation. Your memo must explain specifically your reasons for requesting the deviation. Pleading ignorance of the limitations stipulated in this handbook does not justify a deviation. Deviations are allowed only in extreme circumstances.

### 182 Processing a request for a deviation

**182.1 All Postal Service related units.** Request(s) for deviation must be submitted to the General Manager, Assets and Payables Systems Division, Office of Accounting, Headquarters, for review and decision. (See section 182.3.)

**182.2 Recommendations required.** Your immediate PCES manager must affix a recommendation to your deviation request.

### 183 What to do if your request is approved

If your request is approved, you must attach the memo of approval to your relocation/travel voucher. The San Mateo PDC will not process your payment without the memo.

## Chapter 2 Relocation Allowances

### 210 What this Chapter Covers

This chapter discusses relocation expenses for eligible Postal Service employees who change jobs within the Postal Service. These expenses are to be charged to the budget of the new official station.

### 220 Allowable Expenses and Advances

#### 221 Allowable expenses

You may be reimbursed for the following relocation allowances:

- a. Advance round trip (part 310).
- b. En route travel (part 320).
- c. Transporting and temporarily storing personal property (Chapter 4).
- d. Temporary quarters (Chapter 5).
- e. Miscellaneous expense allowances (part 290).
- f. Real estate transactions and unexpired leases (Chapter 6).
- g. Relocation as part of the Management Associate Program (Chapter 7).
- h. Grossing up allowance (non bargaining employees) (Chapter 8).

#### 222 Advance of funds authorization

You may be authorized an advance of funds for the following relocation allowances:

- a. Advance round trip.
- b. En route travel.
- c. Transportation of POVs.
- d. Temporary quarters.
- e. Transportation and temporary storage of household goods (bargaining unit employees).
- f. Transportation of mobile homes.

#### 223 Obtaining advances for relocation

When you have determined the amount you need for your relocation, you may submit an approved Form 1011 not more than 2 weeks before you need the funds (see Exhibit 223). No advances will be given for expenses related to the sale or purchase of a residence, or for the miscellaneous expense allowance. (See Appendix A for approval authority.)

#### 224 Repaying advances for relocation

As you complete each phase of your relocation, you should file a travel/relocation voucher accounting for your expenses. If your allowable claimed expenses are less than the amount advanced, you should include a check or money order for the balance due with the travel voucher. Make the check (money order) payable to the Disbursing Officer, U.S. Postal Service.

**Note:** Your social security number must be annotated on the check or money order. If any part of your move is temporarily delayed or canceled, you must refund the advance you received for that part of your move.

## 230 Definitions

Unless otherwise specifically provided in these regulations, the following definitions apply:

### 231 Continental United States (CONUS)

The 48 contiguous states and the District of Columbia.

### 232 Effective date of transfer or appointment

The date on which a new employee or appointee reports for duty at the first or new duty station.

### 233 Household goods

Personal property which may be transported legally in interstate commerce and which belongs to you and/or your immediate family at the time shipment or storage begins. The term includes household furnishings, equipment and appliances, furniture, clothing, books, and similar property. It does not include property which is for resale or disposal rather than for use by you or members of your immediate family. It does not include items such as motorcycles and similar motor vehicles, airplanes, camper trailers, boats, birds, pets, livestock, building materials, or any property intended for use in conducting a business or other commercial enterprise.

### 234 Immediate family

Any of the following members of your household at the time you report for duty at your new duty station:

a. Spouse.

b. Children. The term "children" includes natural offspring, stepchildren, adopted children, grandchildren, legal minor wards, or other dependent children who are under legal guardianship of you or your spouse. Each of these children must be either:

(1) Unmarried and under 21 years of age; or

(2) Physically or mentally incapable of supporting himself or herself, regardless of age; or

(3) An unmarried full-time student under 23 years of age.

c. A child born after your effective date of transfer is considered a part of your immediate family if the travel of you or your spouse to the new official station is prevented at the time of the transfer because of advanced stage of pregnancy.

d. Dependent Parents. Dependent parents of you or your spouse also are considered part of your immediate family. In general, the individuals named above are considered dependents if they receive at least 51 percent of their support from you or your spouse. However, this percentage of support criterion will not be the decisive factor in all cases. Individuals also may be considered dependents for the purposes of this chapter if they are members of your household and, in addition to their own income, receive support (less than 51 percent) from you or your spouse without which they would be unable to maintain a reasonable standard of living.

### 235 Mobile homes

All types of mobile dwellings constructed for use as residences and designed to be moved.

### 236 Official station

The building or other place where the employee regularly reports for duty.

## 240 Eligibility for Moving Expenses

The Postal Service will pay properly authorized relocation allowances in the following cases:

### 241 Transferred employee

When you transfer from one official station to another for permanent duty, the transfer must be in the interest of the Postal Service and not primarily for your convenience or benefit, or at your request.

### 242 Newly hired employee

When a newly hired employee's official duty station is at a different location from the place of residence at the time of appointment, relocation expenses will be allowed only if the expenses are authorized by an appropriate officer of the Postal Service. (See Appendix A, part I.)

### 243 Relocation resulting from a reduction in force (RIF)

**243.1 Involuntary separation.** If you transfer to a new official station after being notified of involuntary separation, you are eligible for relocation allowances, subject to the distance requirement limitation. (See part 284.)

**243.2 Re-employment.** If you leave the Postal Service because of a RIF or transfer of function, and are re-employed within 1 year of your separation date to a permanent appointment at a different duty station, you are eligible for relocation allowances, subject to the distance requirement limitation. (See part 284.)

### 244 Several family members employed by the Postal Service

If two or more members of an immediate family are entitled to relocation allowances under these regulations, the authorized relocation allowances will apply only to the member specified on Form 178, *Specific Travel Order - Relocation & Relocation Agreement* (see Exhibit 244). The other member is eligible as a family member only.

### 245 Taking relocation leave

If you are eligible for relocation allowances, you are entitled to a maximum of 5 days of leave with pay. This is administrative leave and is not to be charged to any other leave that you may be entitled to under existing policies, e.g., sick leave, annual leave. The granting of this leave is non-discretionary and in addition to any travel time; you should take the leave immediately before and/or after physically moving your household. If you are a new employee, or have transferred from another Government agency or the private sector, you do not qualify for this benefit.

## 250 Signing a Service Agreement

### 251 Definition

Before Form 178 is approved and any payments are made, you must agree to remain in the Postal Service for at least 1 year by signing the form (see Exhibit 244). This form states that you agree to remain at the newly assigned duty station within the Postal Service for 12 months after the effective date of transfer or appointment. A signed Form 178 for 12 months is required for each permanent change of station. No travel advance will be authorized unless you have signed Form 178.

## 252 Your liability under the agreement

**252.1 Leaving the Postal Service.** While the agreement is in effect, you may leave the newly assigned duty station only for the benefit of the Postal Service, as determined by an officer. You may leave the Postal Service only for reasons beyond your control, if your leaving is acceptable to the Postal Service. If you decline to accept or to complete the transfer, you will become liable to repay any relocation benefits you have received.

**252.2 Violation of the agreement.** If you violate the agreement, you will have to pay back any money that the Postal Service has spent for your travel, transportation, and allowances, in accordance with Handbook F-16, Accounts Receivable.

**252.3 Transferring before expiration of an agreement.** If you are transferred a second time within the 12 months of your service agreement, you must sign a new agreement. The obligation period from any prior agreement(s) is void. If, for example, you are transferred for the benefit of the Postal Service after 6 months at a new duty station, you are obligated to remain in the Postal Service and to stay at the new duty station for 12 months. You are relieved from the 6-month obligation remaining from your earlier transfer.

## 260 Withholding Tax for Relocation Expenses

### 261 Relocation expenses subject to Federal income tax withholding

**261.1 Relocation payments.** Transactions related to relocation, including payments made by the Postal Service to the relocation management firm (RMF) for the transportation of your household goods, will be reported as income on your relocation Form W-2. Other reimbursements that are reported on your relocation W-2 include:

- a. Advance round trip expenses to seek housing;
- b. Temporary quarters expenses;
- c. En route travel expenses;
- d. Real estate expenses involving the purchase of your new residence (and sale of your old residence);
- e. Miscellaneous expense allowance payment; and
- f. Grossing up payments (non bargaining employees).

Under current Internal Revenue Service (IRS) regulations, up to \$1,500 of the combined advance round trip and temporary quarters reimbursement are not taxable. In addition, up to \$3,000 of the sale/purchase or lease termination reimbursements, reduced by the amount allowable for the advance round trip and temporary quarters expenses, are not taxable. Any and all amounts in excess of \$3,000 are taxable.

**261.2 Withholding and reporting moving expense taxes.** The San Mateo PDC withholds taxes at the rate of 20 percent, rounded to the nearest dollar. Actual tax liability is determined by you and the IRS at the time you file tax returns. The San Mateo PDC makes the computation (except on Field Inspection Service relocation vouchers). The Postal Service will supply you with a separate Form W-2, *Wage and Tax Statement*, as well as IRS Form 4782, *Employee Moving Expense Information*, for all relocation expenses.

**262 Relocation expenses not subject to Federal income tax withholding**

Certain relocation expenses are not subject to Federal income tax withholding. They are:

- a. Expenses for moving household goods and personal effects from the former residence to a new residence.
- b. Reasonable expenses, including meals and lodging, that you and your immediate family incur en route to the new residence.

**270 Issuing Form 178, Specific Travel Order-Relocation & Relocation Agreement**

Form 178 describes the relocation expenses to which you are entitled. The appropriate approving official at the new duty station issues and signs this form before you travel or ship your goods. (See Exhibit 244 for an example of a properly prepared Form 178.) If travel of family and shipment of household goods are authorized, it is indicated on Form 178. If you claim transportation for parents, the Travel Order must show that the parents are dependent, as described in part 234.

**280 Limitations on Moving****281 Maximum time for completing your move**

You should complete your move as soon as possible. You must complete all allowable travel and transportation within 3 years from the effective date (date reported for duty at your new official station) of your transfer or appointment. The time limit for real estate transactions is 1 year; however, this time limit may be extended for up to 2 additional years. (See part 612.)

**282 Time extension for military service**

The period for completing your relocation may be extended for any time you spend in military service.

**283 Time extension for duty outside CONUS**

If you are reporting for duty outside CONUS, the period may be extended for any time lost as a result of shipping restrictions.

**284 Distance requirement**

To qualify for relocation allowances, the distance between your new duty station and your old residence must be at least 35 miles greater than the distance between your old duty station and your old residence.

**285 Exceptions to the 35-Mile Rule**

Handbook EL-311, Personnel Operations, addresses "Community Involvement." Section 547.3 of the handbook states that if field division general manager/postmasters or MSC managers consider it necessary, they may require a newly appointed postmaster to relocate closer to the duty station post office. Under these circumstances, newly appointed postmasters are eligible for relocation allowances listed in section 221a. through 221h. The approving official may reduce or disallow allowances for advance round trips and temporary quarters, as specified in part 310 and section 520.21 of Handbook F-10.

## 290 Miscellaneous Expense Allowances

### 291 Non bargaining employees

You may claim \$1,000, regardless of marital/family status. The itemization feature is not allowed. (See Exhibit 291.)

### 292 Bargaining employees

**292.1 Various allowable expenses.** You are eligible for miscellaneous expense allowances if you have been authorized a permanent change of station, regardless of where the old or new official stations are located. This allowance is to cover various costs associated with giving up a residence at one location and establishing a residence at a new location. Some of the types of costs that can be reimbursed under this allowance include the following:

- a. Disconnecting and connecting appliances and utilities (except when these costs are claimed under household goods) and the cost of converting appliances so that they can operate on available utilities.
- b. Cutting and fitting rugs, draperies, and curtains moved from one residence to another.
- c. Utility fees or deposits that are non-refundable.
- d. Forfeiture losses on medical, dental, and food locker contracts that are not transferable.
- e. Automobile registration, driver's license, use taxes imposed when bringing automobiles into some jurisdictions, emission controls, and state inspection requirements.
- f. Non-refundable or non-transferable contract costs incurred for private institutional care for handicapped dependents.
- g. Telephone calls in connection to relocation.

**292.2 Claiming an allowance without supporting documentation.** If you do not choose to itemize expenses, you may claim the following flat allowance (see Exhibit 292.4):

- a. \$150 for an employee without immediate family.
- b. \$300 for an employee with immediate family.

**292.3 Authorizing or approving claims in excess of flat allowance.** The Postal Service may authorize or approve an amount for miscellaneous expenses that is greater than that specified, if you can support your request with an acceptable statement of facts and paid bills or other acceptable evidence justifying that amount. However, the total amount of your allowance may not be more than your basic salary at the time you report for duty, for 1 week if you have no immediate family or for 2 weeks if you have an immediate family. (You are encouraged to itemize expenses if the flat miscellaneous expense allowance does not cover your actual expenses and the amount does not exceed the criteria stated above.)

**292.4 Claiming miscellaneous expenses.** You must claim the miscellaneous expense allowance on Form 4871, *Relocation - Miscellaneous Expense Allowance Claim*. (See Exhibit 292.4.) If you claim the standard allowance, indicate the allowable amount in the space provided on the form (Claiming standard allowance of \$----- (either \$150 or \$300 depending on family status)).

**292.5 What the allowance does not cover.** Examples of the types of costs that are not reimbursable under this allowance include:

- a.* Losses in selling or buying real and personal property, and the cost of items related to those transactions.
- b.* Cost of additional insurance on household goods and personal effects while they are being moved to your new official station, or the cost of loss or damage to that property.
- c.* Additional cost of moving household goods and personal effects caused by exceeding allowable weight limits.
- d.* Costs of newly acquired items, such as the purchase price or installation cost of new rugs or draperies.
- e.* Higher real estate, income, sales, or other taxes as a result of relocating.
- f.* Fines for traffic infractions while you or your family are en route to the new official station.
- g.* Accident insurance premiums or liability costs in connection with traveling to your new official station, or any other liability you incur for uninsured damages from accidents for which you or a member of your immediate family is responsible.
- h.* Losses resulting from selling or disposing of personal property which you do not consider convenient or practical to move.
- i.* Damage or loss of clothing, luggage, or personal effects while traveling to the new official station.
- j.* Subsistence, transportation, or mileage expenses greater than amounts reimbursed as per diem or other allowances under these regulations.
- k.* Medical expenses resulting from illness or injuries to you or a member of your immediate family while en route to your new official station, or while living in temporary quarters at Postal Service expense.
- l.* Costs connected with structural alterations, remodeling, or modernizing living quarters, garages, or other buildings to accommodate POVs, appliances, or equipment; or the cost of replacing or repairing worn out or defective appliances or equipment shipped to the new location.
- m.* Expenses relating to animals.

### **293 Exception**

A commission (broker's fee) paid to obtain rented quarters is reimbursable as a miscellaneous expense in those areas where such a fee is the established practice, such as New York City.



**Travel Advance Request and Itinerary Schedule**

Regular  Relocation (Type: Advance Round Trip)

Name of Traveler (First, M.I., Last) <u>John A. Doe</u>		Travel Order No.: <u>601948-0-001</u>
Travel Dates From: <u>10-15-90</u> To: <u>10-24-90</u>		Social Security Number: <u>987-65-4321</u>
Official Duty Station Address <u>USPS; Budget &amp; Financial Analysis; 315 West Pershing Rd.; KC MO 64108-9521</u>		Finance Number: <u>601948</u>

TRANSPORTATION					Estimated Cost
1. Mode of Transportation and Company <u>Air USA Air</u>	Origin <u>KCI</u>	Date & Time <u>10/15/90 8:15 am</u>	Destination <u>Wash, Nat'l</u>	Date & Time <u>10/15/90 1:23 pm</u>	\$ <u>448.00</u>
2. Mode of Transportation and Company <u>Air USA Air</u>	Origin <u>Wash, Nat'l</u>	Date & Time <u>10/24/90 6:15 pm</u>	Destination <u>KCI</u>	Date & Time <u>10/24/90 9:27 pm</u>	<u>448.00</u>

LODGING		Telephone Number	
1. Establishment Name and Address <u>Trump Inn 8700 Hotel Rd.</u>		<u>(301)585-XXXX</u>	<u>673.20</u>
2. Establishment Name and Address			

List other legs of your trip and any other lodging

Car Rental Company	Rate	Number of Days	
<u>All Cars Rental</u>	<u>\$23 daily</u>	<u>9</u>	<u>207.00</u>

Miscellaneous/other expenses: List:  
POV mileage to KCI (Round trip) 64mi @ \$.24 15.36

Per Diem: <u>Employee 34</u>	<u>8.50</u>	<u>289.00</u>	
High Cost: <u>Spouse 34</u>	<u>6.38</u>	<u>216.92</u>	<u>505.92</u>
Average: <u>Employee</u>	<u>6.50</u>	<u>6.50</u>	
<u>Average Cost: Spouse</u>	<u>4.88</u>	<u>4.88</u>	<u>11.38</u>

<b>SUBTOTAL</b>	\$ <u>2,308.86</u>
Deduct Amount Charged to Personal Credit Card(s) and for Diners Club GTS Account	( <u>1,776.20</u> )
<b>NET ADVANCE REQUESTED</b>	\$ <u>532.66</u>

It is a federal offense, in violation of 18 U.S.C. 1711, for the recipient of funds requested on this form to utilize the monies for any purpose other than the official Postal Service employment-related purpose for which it is requested. Failure to remit any monies owed for overdue advances, when required to do so by letter or Postal Service regulations, may be subject to fine and/or imprisonment. Where the amount or value due does not exceed \$100.00, the person will be fined not more than 1000.00 or imprisoned for not more than one year, or both. Under 18 U.S.C. 1711, an offense involving an amount greater than \$100.00 constitutes embezzlement and an individual may be fined in an amount equal to the amount of money involved or imprisoned for not more than ten years or both. Making false claims and/or false statements on the travel advance application form can result in civil penalties pursuant to 31 U.S.C. 3801.

Signature of Traveler <u>John A. Doe</u>	Date <u>10/3/90</u>
Signature and Title of Approving Official <u>Paul A. Travel Controller - Field Division</u>	Date <u>10/3/90</u>
Amount Received (Signature and Date)	

The collection of this information is authorized by 39 U.S.C. 1001 and 2006. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRA; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practice. The completion of this form is voluntary, however, if the information is not provided, you may not be reimbursed for your travel and relocation expenses.

PS Form 1011, October 1990

**Exhibit 223, Form 1011, Travel Advance Request and Itinerary Schedule**



**Specific Travel Order – Relocation & Relocation Agreement**

Order No. <u>601948-0-001</u> <input type="checkbox"/> Amended	Payee Name (First, M.I., Last) <u>John A. Doe</u>	SSN <u>987-65-4321</u>
Issuing Office (Name and location) <u>Office of Accounting, Dept. of the Controller, Hdqtrs., Wash., D.C.</u>		Employee Category: <input type="checkbox"/> PCES <input checked="" type="checkbox"/> Non bargaining <input type="checkbox"/> Bargaining

**RELOCATION AGREEMENT**

Present employees of the Postal Service, and new appointees are required to execute this service agreement before they may be paid for travel, transportation, moving, storage expenses and other allowances authorized by U.S. Postal Service regulations for permanent change of duty station in the interest of the Postal Service.

- In consideration of my receiving the benefits provided by Handbook F-12, *Relocation Policy* and/or F-11, *PCES Relocation*, (as applicable), I hereby agree to report to my newly assigned duty station and to remain in the U.S. Postal Service and at my newly assigned duty station for a period of twelve (12) months following the effective date of my transfer. I understand the effective date of my transfer to be the date I report for duty at my new official station.
- I understand and agree that if I violate this agreement, all money paid to me and to third parties by the United States Postal Service as benefits in connection with my transfer shall be recoverable from me as a debt due the United States Postal Service.
- I further understand that the provisions of paragraph 1 and 2 of this agreement will not apply if I am separated for reasons beyond my control and acceptable to the U.S. Postal Service or if I am transferred to a new duty station for the benefit of the Postal Service, as determined by an Officer.
- I have been advised of relocation benefits and have read the appropriate sections of Handbook F-12, *Relocation Policy* and/or F-11, *PCES Relocation*, (as applicable), relating to relocation benefits.

Signature of Employee (Retired PCES and PCES Surviving Spouse do not sign) <u>John A. Doe</u>	Date Completed <u>10-1-90</u>
--	----------------------------------

**OFFICIAL DUTY STATION (Name and Address)**

New <u>Assets + Payables Systems Division</u> Room 8800 USPS Headquarters 475 L'Enfant Plaza, SW Washington, D.C. 20260-5211	Old <u>USPS</u> <u>Budget &amp; Financial Analysis</u> 315 West Pershing Road Kansas City, MO 64108-9521
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Finance Number <u>601948</u>	Sub Location Code	Sub Account Number <u>183</u>	Reporting Date <u>11-12-90</u>	Postal Service will reimburse allowable expenses associated with the following:
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**Transfer Authorization**

Change in station  \*Retired PCES

New Appointee  \*PCES Surviving Spouse

\*Do not sign Relocation Agreement

Advance Round Trip:

Employee  Spouse Mode of Travel Air

Spouse Job Search (PCES Only)

En route: Mode of Travel Pov/Air

Temporary Quarters: No. of days 60

Shipment of household goods

Residence Transactions

Second automobile

Transfer of mobile home

**Family Members**

Name	Relation	Age
<u>Jennifer Doe</u>	<u>Spouse</u>	<u>11/11</u>
<u>Janet Doe</u>	<u>Daughter</u>	<u>11</u>
<u>James Doe</u>	<u>Son</u>	<u>16</u>

**Administrative Approval**

Signature of Authorized Official  
George A. Smith

Title General Manager Date 10-3-90  
Assets + Payables Systems Div.

The collection of this information is authorized by 39 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRRA; where pertinent in a legal proceeding in which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary, however, if this information is not provided, you may not be reimbursed for your travel and relocation expenses.

PS Form 178, October 1990

Exhibit 244, Form 178, *Specific Travel Order-Relocation & Relocation Agreement*





## Chapter 3 Advance Round Trip and En Route Travel

### 310 Taking an Advance Round Trip

#### 311 General rule

When circumstances warrant, the appropriate approving official may authorize travel and expenses for one round trip for the purpose of seeking a permanent residence or mobile home site at the new official station. You may take this trip with your spouse or either of you may take it alone. If you take this trip, you must take it before you report to your new official duty station. If your spouse takes this trip instead of you, he or she must take it before your family moves to the new duty station, but not later than 2 years from your reporting date. New employees and their spouses will not be allowed an advance round trip unless an officer of the Postal Service authorizes it.

#### 312 What will and will not be authorized

**312.1 Authorizing the advance round trip.** The advance round trip is for the purpose of locating permanent housing. In deciding whether to authorize an advance round trip, the approving official will consider whether the trip will limit time you spend in temporary quarters. If an advance round trip is authorized, you must meet all of the following requirements:

- a. You have formally agreed to transfer to the new duty station; and
- b. You have signed Form 178 and it is on file.

**312.2 Amount of time for the advance round trip.** The Postal Service will allow a reasonable amount of time for the advance round trip, considering the distance between old and new duty stations, the mode of transportation to be used, and the housing situation at the new location. In no case will the Postal Service pay for an advance round trip of more than 10 consecutive calendar days (9 nights of lodging), including travel time. In authorizing a mode of transportation, the Postal Service will allow for minimum time en route and maximum time at the official station locality. You will be on working status during the period of absence for the approved round trip and will not be charged leave.

**Note:** Non bargaining employees are allowed two round trips, if necessary. Each trip can not exceed 10 days and 9 nights.

**312.3 Authorizing a POV.** If the Postal Service authorizes the use of a POV, your mileage will be reimbursed at the mileage rate shown in Appendix B, part 1. B.

**312.4 Authorizing local transportation.** The Postal Service will allow reasonable expenses for local transportation in the locality of the new official duty station. However, you should request that realtors provide transportation when helping you locate a new home. While use of a POV or public transportation where applicable is encouraged, claims for expenses related to the use of rental cars or taxis may be reimbursed. However, you should always obtain the lowest cost rentals.

**312.5 Claiming per diem, lodging, and personal phone calls home expenses for the advance round trip.** If you or your spouse take the advance round trip alone, you may claim the quarterly per diem (see Appendix B) and actual lodging expenses. If you and your spouse take the advance trip together, subsistence is as follows:

a. For you: Standard quarterly per diem plus actual lodging.

b. For your spouse: 75 percent of the standard quarterly per diem rate.

For advance round trips to Alaska, Hawaii, Puerto Rico, or United States possessions, per diem for you is allowed at the rate published by the Department of Defense in Civilian Personnel Per Diem Bulletins. Per diem allowance for your spouse is 75 percent of the rate allowed you.

One phone call home, per 24-hour period, may be reimbursed when the employee's immediate family does not accompany the employee (or the employee does not accompany the immediate family) on the advance round trip. The length of the reimbursable phone call may not exceed 5 minutes. The least expensive means of placing the phone call must be used, when possible. Postal Service owned or leased phone lines may be used for placing these calls. If Postal Service owned or leased lines are not used for these calls, you may claim the expense on your Form 1012, *Travel Voucher* (no receipts are necessary). Questionable costs may be subject to challenge or request for clarification by approving officials.

**312.6 Declining the transfer.** If, after making an advance round trip, you decline the transfer, you must repay the Postal Service for all travel and transportation expenses for the trip.

## 320 En Route Transportation Expenses

When an employee or new appointee uses a POV for traveling to the new duty station, this use is considered advantageous to the Postal Service. Mileage will be reimbursed at the rates listed in Appendix B.

## 330 General Rules on Subsistence Expenses

### 331 Driving distance requirement

The Postal Service will pay per diem allowances on the basis of total time required to complete the trip. You must average a driving distance of at least 300 miles per day.

### 332 Computing per diem for minimum driving distance

When computing the per diem amount for a prescribed minimum driving distance per day, the Postal Service will allow one quarter of per diem for each one-fourth of the prescribed minimum driving distance. Thus, you would be entitled to one per diem period for each 75 miles or fraction of it.

### 333 Deviating from the acceptable route

If the actual travel involves departure and/or destination points other than the old and new residence, the mileage reimbursement and per diem allowance may not exceed the amount which would be paid for the trip from the old official station to the new official station.

### 334 Personal phone calls home while en route

One phone call home, per 24-hour period, may be reimbursed when the employee and the employee's immediate family do not travel to the new duty station at the same time. The length of the reimbursable phone call may not exceed 5 minutes. The

least expensive means of placing the phone call must be used, when possible. Postal Service owned or leased phone lines may be used for placing these calls. If Postal Service owned or leased lines are not used for these calls, you may claim the expense on Form 1012 (no receipts are necessary). Questionable costs may be subject to challenge or request for clarification by approving officials.

### **335 Amount of allowable subsistence expense for en route travel**

**335.1 Expenses for lodging and per diem.** You and your family, or your spouse and your family, are entitled to actual expenses for lodging, plus the following:

- a. For you: Appropriate quarterly per diem rate.
- b. For your immediate family members: 75 percent of your per diem rate.

**335.2 Expenses for spouse when traveling alone.** When your spouse is not accompanying you but travels at a different time, your spouse's per diem will be at the full quarterly standard per diem rate.

**335.3 Exclusion for the 10-hour rule.** The limitation provision that allows no per diem for travel less than 10 hours does not apply to en route travel. The per diem rate is listed in Appendix B.

**335.4 Example of en route travel voucher.** Refer to Exhibit 335.4 for an example of a voucher prepared for claiming this allowance. You must supply lodging receipts to support the claim on the travel voucher.



Travel Voucher

Fayee's Name (First, M.I., Last) John A. Doe Social Security Number 987-65-4321

Mailing Address  
Assets & Payables Systems Division  
Room 8800  
U.S.P.S. Headquarters  
475 L'Enfant Plaza, SW  
Washington, D.C. 20260-5211

For Travel and Other Expenses		Applicable Specific Travel Order - Relocation	Type of Relocation
From (Date)	To (Date)		
<u>11/9/90</u>	<u>11/14/90</u>	<u>601948-0-001</u>	<u>En Route Travel</u>

Outstanding \$ <u>500.00</u>	Amount to be applied \$ <u>500.00</u>	Balance to remain outstanding \$ <u>-0-</u>
------------------------------	---------------------------------------	---

Check One:  
 Transportation (Air or Rail) paid by:  
 Personal Credit Card  
 GTS (Credit Card - Government Transportation System)  
 Other, Specify: \_\_\_\_\_

\*FRAUDULENT CLAIM - Fabrication of an item in an expense account works a forfeiture of the claim; (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both; (18 U.S.C. 287; ic: 1001)

Signature of Payee John A. Doe Date 11/19/90  
 \* Certified correct. Payment of Credit has not been received.

Title of Payee Accountant Total verified correct for charge to expense

Authorized Approving Official's Signature George A. Smith Applied to outstanding travel advance

Title Gen. Mgr., ASPS Date 11/21/90 NET TO TRAVELER

Finance Number	Future Use	Sub-Location	Account	Amount
<u>601948</u>			<u>51242</u>	

The collection of this information is authorized by 36 U.S.C. 1001 and 2008. The information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRB; where partners in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to select information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary; however, if this information is not provided, you may not be reimbursed for your travel and relocation expenses.

PS Form 1012, October 1990

Exhibit 335.4 (page 1), Form 1012, Travel Voucher, Claiming En Route Travel Allowance



## Chapter 4

### Transporting and Temporarily Storing Personal Property

#### 410 Making Shipping Arrangements

##### 411 General

Non bargaining employees must use the services of a RMF for the transportation and storage of personal property. (See part 412.) Bargaining employees must make their own arrangements for transporting household goods and personal effects. (See part 413.) Parts 420 through 440 apply to both non bargaining and bargaining employees.

##### 412 Non bargaining employees

**412.1 RMF services.** The Postal Service has contracts with two RMFs to provide relocation services to non bargaining employees. The RMF will coordinate activities associated with the shipment of household goods, such as: (a) appointing a coordinator to review procedures with the transferee and establishing a moving date; (b) selecting a qualified van line and/or agent; (c) monitoring packing, loading, and arrival schedules; (d) resolving and processing any damage claims; (e) providing \$50,000 (maximum) current replacement value insurance on household goods; (f) transporting or arranging for the transport of a second automobile owned by the transferee or the transferee's immediate family (see part 422 for conditions); and (g) storing household goods up to 60 days, if necessary.

**412.2 Activating the RMF.** After obtaining approval of the relocation travel orders - Form 178 - and after the transferee signs the relocation agreement section, the responsible manager of the receiving installation in which the transferee is being reassigned must prepare Form 8059, *Request for Relocation Management Firm (RMF) Service*. (See Exhibit 412.2.) The form must be immediately transmitted to the Relocation Management Section, San Mateo PDC, 2700 Campus Drive, San Mateo, CA 94497-9420. The San Mateo PDC will contact the appropriate RMF coordinator, who in turn will contact the transferee to begin making the necessary arrangements.

##### 413 Bargaining employees

**413.1 Obtaining estimates.** Bargaining employees must arrange for transporting household goods and personal effects. You must obtain at least two estimates from recognized professional moving firms and use the lowest estimate. You must attach copies of the estimates to any reimbursement voucher. If you do not use the mover that gives the lowest estimate, you must get advance approval from the approving official in charge of your new duty station. You must attach the justification and the approving official's written approval to the reimbursement voucher. If a voucher does not have copies of the two estimates and, where appropriate, the official's approval for using other than the least costly moving firm, the San Mateo PDC will reject the voucher until you provide the necessary documentation.

##### 413.2 Determining the weight of property

**413.21 How to figure crated and uncrated weight.** When property is shipped uncrated, as in a household mover's van or similar conveyance, the net weight is the actual (gross) weight, including containers and packing materials. When the property is transported crated, the net weight is computed as 60 percent of the gross weight.

**413.22 Constructive weight.** If the gross weight cannot reasonably be determined, figure the net weight from the cubic measurement, on the basis of seven pounds per cubic foot. This is called constructive weight. If no adequate scale is available at the point of origin, at any point en route, or at the destination, you may use a constructive weight based on seven pounds per cubic foot of properly loaded van space. The constructive weight also may be used (a) for a part load when the weight could not be obtained without first unloading it or other part loads that are carried in the same vehicle; and (b) when the household goods are not weighed because the carrier computes charges for a local or metropolitan area move on a basis other than the weight or volume of the shipment. In these cases, however, you should obtain a statement from the carrier showing the amount of properly loaded van space required for the shipment. If you obtain neither an actual nor estimated weight certificate, you should include a letter of explanation with your claim.

### 413.3 Weight limitations

**413.31 Weight of household goods.** The weight of household goods and personal effects which may be transported or stored at Postal Service expense must not exceed 18,000 pounds net weight, regardless of family status. If household goods exceed the authorized weight limitation, the reimbursable cost will be based on the following formula:

**Authorized Weight/Actual Weight x Total Cost = Reimbursable Cost**

**Example:** An employee transports 19,000 pounds, at a cost of \$1,900. The authorized weight is 18,000 pounds. The calculation for reimbursement is:

$$\begin{array}{l} \text{(Authorized weight)} = 18,000 \text{ lbs.} \times \$1,900 = \$1,800 \\ \text{(Actual weight)} \quad \quad = 19,000 \text{ lbs.} \end{array}$$

**Note:** When an additional POV is authorized and you ship it with household goods, its weight is not included in the 18,000 pounds net weight.

**413.32 Weight of professional books.** If you ship professional books needed for performing your official duties, and the weight of these books causes the household goods shipment to exceed the maximum weight allowance, the professional books may be transported to the new official station as an administrative expense not chargeable to travel and transportation accounts. The appropriate approving official must authorize this shipment.

### 413.4 Authorized points of origin and destination for shipments

**413.41 Allowances/reimbursements that the Postal Service will pay.** The Postal Service will pay allowances or reimbursements for transporting household goods regardless of origin and destination. The total amount reimbursable, however, must not exceed the cost of transporting the property in one lot by the most economical route from the last official residence of the transferring employee (or place of actual residence of the new appointee at time of appointment) to the new official residence.

**413.42 Expenses that the Postal Service will not pay.** The Postal Service will not allow expenses for transporting property acquired en route.

### **413.5 Renting a U-Haul-type trailer or van**

**413.51 Documentation and reimbursement.** If you choose to personally transport your belongings by renting a U-haul-type trailer or rental vehicle, the Postal Service will reimburse you for only the actual costs you incur. You must support your costs with receipts from the rental company and, where applicable, with receipts for fuel and tolls. Packing materials and other customary services and equipment supplied by the vehicle rental agency are reimbursable but must be clearly reflected on the billings that the rental agency provides. If you obtain packing materials or equipment from other than the rental agency, receipts are required.

**413.52 Other incidental expenses.** If you obtain advance written approval from the official who will approve the relocation voucher(s), the Postal Service will reimburse incidental expenses such as reasonable mileage driven to obtain the trailer/truck or manpower loading assistance from a commercial establishment (or elsewhere). In this case, you must submit acceptable documentation to the approving official.

**413.53 Acceptable documentation.** The documentation may be in the form of canceled checks or signed receipts, along with a copy of the advance approval. These papers must be attached to your reimbursement voucher(s).

**413.54 Reimbursement limitation.** The total reimbursement for these charges may not exceed the cost of commercial moving services.

**413.6 Reimbursement for temporary storage.** The Postal Service will reimburse expenses of temporarily storing household goods for a period of 60 days or less. The Postal Service may allow an additional period of 30 days when you return to your place of residence for leave before serving a new tour of duty outside CONUS at a different post of duty.

**413.7 Insuring property.** When property is shipped or stored, a small amount of insurance is usually included in the basic charges. However, you can get a larger amount of insurance if you pay the additional cost. The Postal Service will not reimburse this additional cost.

### **413.8 Expenses for temporary storage within CONUS**

**413.81 Temporary storage expenses.** The Postal Service will reimburse you for the cost of temporarily storing household goods that are within the applicable weight limit. You will be reimbursed for the actual costs of storage, including in and out charges and necessary drayage (cartage).

**413.82 Documentation you must supply.** You must support your claim for reimbursement with a copy of the paid bill of lading, including a copy of any attached weight certificate, if one was issued. If there was no bill of lading, you must submit other evidence showing the point of origin, the destination, and the weight of the goods. You also will need to submit a copy of the paid bill for any storage costs.

## 420 Transporting POVs

### 421 Conditions for transporting a POV

The Postal Service may authorize transportation of a POV in connection with a transfer or assignment to a new official duty station. This authorization will only be made if you bought the vehicle before you became aware that you would be assigned to a new duty station to which the transportation of a vehicle would be authorized.

### 422 Conditions for transporting more than one POV

Under any of the following circumstances, the Postal Service may authorize moving more than one POV:

- a. If there are more members of your immediate family than can reasonably be transported with luggage in one vehicle.
- b. If, because of age or physical condition, it is necessary to transport one or more members of your immediate family in one vehicle, and a second vehicle is required for the other members of the family.
- c. If you must report to the new official station ahead of members of your immediate family.
- d. If a member of your immediate family travels unaccompanied between authorized points other than those for your travel.
- e. If your immediate family members, for an acceptable reason, must travel to the new official station ahead of your reporting date.
- f. If the Postal Service considers that the second vehicle is necessary at the new location for you to report to duty on a daily basis, i.e., both you and your spouse are employed and need to get to work or to commuter lines, or your new residence is inconvenient to public transportation.

## 430 Reimbursable Expenses for the POV

### 431 Costs of transporting an additional POV

- a. If you or a member of your family drives the additional authorized vehicle to the new duty station, mileage allowances will be at the rate listed in Appendix B.
- b. If it is impractical to drive the additional vehicle to the new duty station (because of weather conditions, distance, etc.), the Postal Service will (1) for non bargaining personnel, assign a RMF to provide services for shipping; or (2) for bargaining personnel, reimburse the cost to transfer one POV by rail, truck, driving service, or shipment with household goods. If the POV is shipped as household goods, the weight of the vehicle will not be included in the weight limitation. You will be reimbursed at the rate of the most economical method available. You must provide a cost comparison.

### 432 Costs of transporting POV(s) from/to outside/inside CONUS

When it is necessary to ship a POV, i.e., from Hawaii to the mainland and vice versa, the Postal Service will allow all necessary and customary expenses, including crating, packing expenses, shipping charges, and port charges for readying the vehicle(s) to be shipped from the port of debarkation. If you make a separate trip to a port to deliver or pick up the POV, the Postal Service will not allow per diem, but will allow one-way travel cost or one-way mileage.

#### 440 Transporting Mobile Homes-Receiving an Allowance

If you are entitled to have your household goods transported, you may choose to take an allowance for transporting a mobile home that you will use as a residence. Before you can receive this allowance, you must certify in writing on the travel voucher that you and your immediate family will live in the mobile home at your destination.

**Note:** Allowances for transporting mobile homes are in addition to payment of per diem, mileage, and transportation expenses for you and your immediate family.

##### 441 Computing distances

In transporting a mobile home in CONUS, your claim for reimbursement will be limited to mileage via the most direct route from your former residence to your new residence.

##### 442 Computing allowances

**442.1 Transportation by a commercial carrier - limitations.** The allowance includes the carrier's charges for blocking and unblocking and for actually transporting the mobile home, not to exceed the applicable tariff approved by the Interstate Commerce Commission (or appropriate State regulatory body for intra-state movements) for transporting a mobile home. This allowance also includes the following:

- a. The carrier's charges for preparing the mobile home for movement, unblocking, unskirting and setting up at destination, re-blocking, and reskirting. You must attach a copy of a paid bill to the travel voucher.
- b. Ferry fares and bridge, road, and tunnel tolls.
- c. Taxes, charges, or fees fixed by a State or other government authority for permits to transport mobile homes in or through its jurisdiction, and carriers' service charges for obtaining necessary permits.

**442.2 Nonreimbursable items.** Allowances do not include costs of maintenance, repairs, storage, insurance for valuing the home above the carriers' maximum responsibility, or certain charges designated in the tariffs as "Special Service." (These would include such special services as packing and unpacking, which are necessary or desirable but which, unlike pilot cars required by State law, are not essential to transporting a mobile home from point to point.)

**442.3 Transportation by other than commercial carrier.** If, instead of using a commercial carrier, you tow the mobile home with a POV, the Postal Service will pay 11 cents per mile to cover all transportation costs for the mobile home. Thus, you would not claim ferry fares, bridge, road, tunnel tolls, and other charges as separate expenses. If you have not already been paid for travel to your new official duty station, you may claim the 11 cents per mile in addition to the standard mileage rate you claim for the POV.

**442.4 Mixed method transportation.** If you use a commercial carrier and towing for transportation, you must follow the rules in sections 442.1 and 442.3 for determining reimbursement.

##### 443 How much you may claim

The total amount that the Postal Service will pay for transporting a mobile home will not be more than the maximum amount that would have been allowed for transporting household goods and storing them for 60 days.



Request for Relocation Management Firm (RMF) Service

RELOCATION MANAGEMENT SECTION  
 SAN MATEO POSTAL DATA CENTER  
 2700 CAMPUS DRIVE  
 SAN MATEO CA 94497-9510

Please request services from an appropriate RMF for the employee named below.

Name of Transferee <b>John A. Doe</b>		Office Commercial Number <b>(202) 268-XXXX</b>									
Social Security Number <b>987-65-4321</b>		Office PEN Number <b>(202) 268-X0X0</b>									
New B/A <b>7F</b>	New Finance Number <b>601948</b>	Home Number <b>(301) 585-XXXX</b>									
Address of Old Residence (for RMF to pick up household goods)  <b>5900 Paseo Kansas City, MO 64110-3251</b>		Address of New Residence (for RMF to deliver household goods) If Available									
Address of New Duty Station <b>Assets &amp; Payables Systems Division Room 8800 USPS - Headquarters 475 L'Enfant Plaza, SW Washington, D.C. 20260-5211</b>		New Office Number <b>(202) 268-0XXX</b>									
Check the appropriate box(es) for the services requested		Employee's Reporting Date <b>11-12-90</b>									
<table border="1"> <thead> <tr> <th></th> <th>Household Goods</th> <th>Home Purchase</th> </tr> </thead> <tbody> <tr> <td>EAS</td> <td><input checked="" type="checkbox"/> Yes</td> <td><input type="checkbox"/> Deviation Basis</td> </tr> <tr> <td>PCES</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> Yes</td> </tr> </tbody> </table>			Household Goods	Home Purchase	EAS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Deviation Basis	PCES	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Signature of Approving Official <b>George A. Smith</b>
	Household Goods	Home Purchase									
EAS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Deviation Basis									
PCES	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes									
		Typed Name and Title of Approving Official <b>George A. Smith, General Manager</b>									
		Office Name <b>Office of Accounting; Assets &amp; Payables Systems Div.</b>									

PS Form 8059, May 1990

Exhibit 412.2, Form 8059, Request for Relocation Management Firm (RMF) Service

## Chapter 5 Temporary Quarters

### 510 Allowances for Temporary Quarters

#### 511 Definition

Temporary quarters refers to any lodging obtained from commercial sources which you and/or your immediate family members occupy temporarily. Quarters are not temporary if the lease is for more than 60 days. In addition, quarters are not considered temporary if you move your household goods into them. Temporary quarters are meant to be used only until you can move into a permanent residence.

#### 512 Conditions and limitations on temporary quarters

**512.1 Lodging with friends or relatives.** You will not be reimbursed for temporary quarters lodging expenses if you stay with friends or relatives.

**512.2 Occupying temporary quarters that become the permanent residence.** If you occupy temporary quarters that eventually become your permanent residence, you may be paid a temporary quarters allowance if you can show that you initially intended the quarters to be only temporary. The approving official will consider such factors as: the duration of the lease, whether you moved household effects into the quarters, the type of quarters, expressions of intent, attempts to secure a permanent dwelling, and the length of time you occupied the quarters.

**512.3 Renting.** If you rent a residence you are arranging to buy at the new station, the residence may be considered temporary quarters until you have closed the purchase transaction or until the allowable time limit for temporary quarters expires, whichever occurs first. The maximum that the Postal Service will allow is the actual rental fee (no subsistence is allowed) or the maximum amount allowable in parts 533 or 534, whichever is less. You must show cost comparison on the travel voucher.

**512.4 Determining temporary quarters starting/ending periods.** When computing temporary quarters allowances, you must consider the following:

**512.41 En route 24 hours or more.** If your en route travel takes 24 hours or more, and you begin to occupy temporary quarters on the same day that the en route travel ends, the first per diem period for temporary quarters will be the calendar day quarter after the last calendar day quarter for which travel per diem is paid.

**512.42 En route 24 hours or less.** If your en route travel takes 24 hours or less, and you begin to occupy temporary quarters on the same day that the en route travel ends, the first per diem period for temporary quarters will be the calendar day quarter during which travel per diem ends.

**512.43 All other cases.** In all other cases, the period will be computed from the beginning of the calendar day quarter for which you claim reimbursement for the temporary quarters subsistence, provided you or your family occupies the quarters in that calendar day.

**512.44 Occupying permanent quarters.** On whatever day within the authorized temporary quarters period you begin to occupy permanent quarters, the temporary quarters period will be continued for that day.

**512.5 Exception-daily commuting instead of temporary quarters.** If you wish to commute daily to and from the residence at your former duty station during the 60-day period (for non bargaining employees) or 30-day period (for bargaining employees) allowed for temporary quarters, instead of renting temporary quarters, you must request an exception from the approving official for your travel voucher. The request for exceptions of this nature must originate with you and must be routed through the appropriate chain-of-command. Each member of the chain-of-command must attach a recommendation to your request. If the exception is allowed, it cannot be for more than 60 consecutive days (for non bargaining employees) or 30 days (for bargaining employees). Reimbursable costs must not exceed the cost of temporary quarters for 60 days or less (for non bargaining employees) or 30 days or less (for bargaining employees) at your new duty station. You must include a detailed cost comparison as part of your request. In addition, you must include lodging costs as if you had used temporary quarters and had claimed per diem versus mileage at the current travel mileage allowance.

**Note:** The official who has the authority to approve the employee's travel voucher makes the final decision on these requests for exception.

## 520 Limitations on Temporary Quarters

### 521 When you must begin using temporary quarters

You must begin using temporary quarters no later than 60 days (for non bargaining employees) or 30 days (for bargaining employees) from the date:

- a. You report for duty at your new official station; or
- b. Your family moves out of the residence at your old official duty station.

### 522 Authorizing expenses for temporary quarters

**522.1 Temporary quarters time period.** The appropriate approving official may authorize subsistence expenses for temporary quarters for a maximum of 60 consecutive calendar days (for non bargaining employees) or 30 days (for bargaining employees). If temporary quarters are occupied for any part of a day, it counts as one day of the authorized maximum number of days. The approving official may reduce or disallow allowances for temporary quarters if:

- a. You have made a round trip to seek permanent residence quarters; or
- b. As a result of extended temporary duty at the new official station (detail) or other circumstances, you have had the opportunity to make arrangements for permanent quarters; or
- c. The approving official determines that you have had enough time to find permanent quarters.

**522.2 Interruption of temporary quarters.** The 60 consecutive days (for non bargaining employees) or 30 consecutive days (for bargaining employees) may be interrupted only for the following reasons:

- a. Time spent in official travel status.
- b. Scheduled vacation leave that the employee cannot change.
- c. Other extenuating circumstances over which the employee has no control, such as a death in the family.

### **523 Trips home during time period for temporary quarters**

**523.1 Return trips home.** A weekend trip home for personal reasons does not end your temporary quarters allowance. However, the days home are counted toward the total 60 days (for non bargaining employees) or 30 days (for bargaining employees).

**523.2 Limitation on reimbursements during return trips home.** The Postal Service does not allow subsistence expenses while you are at home. However, if you can show by cost comparison that the round-trip expenses would not be greater than expenses incurred while in the temporary quarters site, the Postal Service may reimburse you for the costs of traveling home and returning to the temporary quarters. You must discuss this with the official who approves the voucher before arbitrarily returning home and subsequently claiming related expenses.

### **524 Occupying temporary quarters in more than one location**

You may occupy temporary quarters at one location while members of your immediate family occupy quarters at another location. However, the temporary quarters period will end when you or your immediate family occupies permanent residence quarters, or when the allowable time limit for temporary quarters expires, whichever occurs first.

## **530 Allowable Reimbursement for Temporary Quarters**

### **531 Reimbursement for actual subsistence expenses and personal phone calls home**

You will be reimbursed for actual subsistence expenses you incur while in temporary quarters, up to the maximums set forth in parts 533 and 534. The subsistence expenses you claim must be related to temporary quarters and must be necessary to one's existence, such as food, laundry, or dry cleaning. Subsistence items basically include only consumable food products. Subsistence expenses do not include items of clothing, toothpaste, toothbrushes, razor blades, hair care products, small kitchen appliances, etc. You will not be reimbursed for any expenses for local transportation while you occupy temporary quarters.

One phone call home, per 24-hour period, may be reimbursed when the employee's immediate family does not occupy temporary quarters with the employee. The length of the reimbursed phone call may not exceed 5 minutes. The least expensive means of placing the phone call must be used, when possible. Postal Service owned or leased phone lines may be used for placing these calls. If Postal Service owned or leased lines are not used for these calls, you may claim the expense on your travel voucher, Form 1012 (no receipts are necessary). Questionable costs may be subject to challenge or request for clarification by approving officials.

### **532 Obtaining required receipts**

You must obtain receipts for each item of subsistence expense in excess of \$15, including food (receipts from grocery stores), meals, lodging, dry cleaning, and laundry. If you enter into arrangements for leased lodging and claim temporary quarters lodging expenses for the period in which the lease is in effect, you must submit a copy of the lease agreement with each voucher.

### 533 Computing the maximum-bargaining employees

**533.1 Temporary quarters subsistence expense.** If you are a bargaining unit employee, the amount you may be reimbursed for subsistence expenses for temporary quarters in CONUS will be the lesser of either (a) the actual amount of allowable subsistence expense you incur for each 10-day period; or (b) the maximum amount computed as follows (a standard lodging rate of \$25 will be used to compute the temporary quarters allowance):

- a. Daily rate for the first 10 days:
  - (1) For you, three-quarters of the sum of the per diem and standard lodging rate.
  - (2) For each member of your immediate family, two-thirds of the rate established for you.
- b. Daily rate for the second 10 days:
  - (1) For you, two-thirds of the daily rate established in a(1).
  - (2) For each member of your immediate family, two-thirds of the rate established in a(2).
- c. Daily rate for the third 10 days and for any portion of an authorized additional 30-day period:
  - (1) For you, one-half of the daily rate established in a(1).
  - (2) For each member of your immediate family, one-half of the daily rate established in a(2).

**533.2 Family entering temporary quarters subsequent to employee.** If you occupy temporary quarters and are subsequently joined by your family, the family rates allowed will be the rate for the 10-day period that you are in at the time your family comes into the temporary quarters.

**533.3 Per diem outside CONUS.** When you are transferred to or between stations located outside CONUS, the sum of the per diem and standard lodging allowance should be replaced with the per diem authorized by the Department of State or Department of Defense, whichever applies.

**533.4 Claim for subsistence expenses-temporary quarters.** When you claim reimbursement for occupying temporary quarters, use Form 4872, *Claim for Subsistence Expenses-Temporary Quarters*. (See Exhibit 533.4.) Add together all allowable subsistence expense items for each 10-day period you claimed.

**533.5 Limitation of reimbursement.** The Postal Service will compare the total amount of your actual expenses to the maximum amount allowable for the period. You will be reimbursed for the lesser of these two amounts. See Exhibit 533.4 for a sample voucher.

**Example:** the sum of the per diem (average cost area = \$26) and standard lodging allowance (\$25) is \$51. If a bargaining unit employee, spouse, and one dependent child occupy temporary quarters for 15 days, the employee could claim actual expenses up to the maximum amount computed as follows:

1st 10 days	Employee, 10 days at	\$38.25	\$382.50
	Spouse, 10 days at	25.50	255.00
	Child, 10 days at	25.50	<u>255.00</u>
	Maximum allowable, 10 days at		\$892.50

2nd 10 days	Employee, 5 days at	\$25.50	\$127.50
	Spouse, 5 days at	17.00	85.00
	Child, 5 days at	17.00	<u>85.00</u>
	Maximum allowable, 5 days		\$297.50
	Maximum allowable, 15 days		\$1,190.00

### 534 Computing the maximum-non bargaining employees

**534.1 Temporary quarters subsistence expense.** If you are a non bargaining employee, the amount you may be reimbursed for subsistence expenses for temporary quarters in CONUS will be the lesser of either (a) the actual amount of allowable subsistence expense incurred for a 60-day period; or (b) the maximum amount computed as follows (a standard lodging rate of \$39.50 will be used to compute the temporary quarters allowance):

Daily rate for 60 days:

- a. For you, 80 percent of the sum of the per diem and standard lodging rate.
- b. For each member of your immediate family, two-thirds of the rate established for you.

**534.2 Limitation of reimbursement.** The Postal Service will compare the total amount of your actual expenses to the maximum amount allowable for the period. You will be reimbursed for the lesser of these two amounts. See Exhibit 534.2 for a sample voucher.

Example: the sum of the per diem (average cost area = \$26) and standard lodging allowance (\$39.50) is \$65.50. If a non bargaining employee, spouse, and one dependent child occupy temporary quarters for 15 days, the employee could claim actual expenses up to the maximum amount computed as follows:

15 days	Employee, 15 days at	\$52.40	\$786.00
	Spouse, 15 days at	34.93	524.00
	Child, 15 days at	34.93	<u>524.00</u>
	Maximum allowable, 15 days		\$1,834.00

**534.3 Claiming subsistence expenses for temporary quarters.** When you claim reimbursement for occupying temporary quarters, use Form 4872, *Claim for Subsistence Expenses-Temporary Quarters*. (See Exhibit 534.2.)

**534.4 Per diem outside CONUS.** When you are transferred to or between stations located outside CONUS, the sum of the per diem and standard lodging allowance should be replaced with the per diem authorized by the Department of State or Department of Defense, whichever applies.



**Claim for Subsistence Expenses -  
Temporary Quarters**

Printed Name of Employee (First, M.I., Last) <u>John Q. Traveler</u>		
Specific Travel Order Number <u>601948-0-002</u>	Social Security No. <u>123-45-6789</u>	Address of Official Duty Station <u>Assets &amp; Payables Systems Division Room 8800 USPS Headquarters 475 L'Enfant Plaza, SW Washington, D.C. 20260-5211</u>
Period Claimed for Temporary Quarters <u>30 days</u>	Date From <u>3/1/91</u> To <u>3/30/91</u>	

Computation of the maximum TQ allowance for the period claimed

**BARGAINING**

First 10 day period:			
Employee:	No. of days <u>10</u>	x daily rate \$ <u>44.25</u>	= \$ <u>442.50</u>
Spouse:	No. of days <u>5</u>	x daily rate \$ <u>29.50</u>	= \$ <u>147.50</u>
Dependents: No. of dependents <u>2</u>	x No. of days <u>5</u>	x daily rate \$ <u>29.50</u>	= \$ <u>295.00</u>
Total maximum expenses allowed for First 10 days			\$ <u>885.00</u>
Second 10 day period:			
Employee:	No. of days <u>10</u>	x daily rate \$ <u>29.50</u>	= \$ <u>295.00</u>
Spouse:	No. of days <u>10</u>	x daily rate \$ <u>19.67</u>	= \$ <u>196.70</u>
Dependents: No. of dependents <u>2</u>	x No. of days <u>10</u>	x daily rate \$ <u>19.67</u>	= \$ <u>393.40</u>
Total maximum expenses allowed for Second 10 days			\$ <u>885.10</u>
Third 10 day period:			
Employee:	No. of days <u>10</u>	x daily rate \$ <u>22.12</u>	= \$ <u>221.20</u>
Spouse:	No. of days <u>10</u>	x daily rate \$ <u>14.75</u>	= \$ <u>147.50</u>
Dependents: No. of dependents <u>2</u>	x No. of days <u>10</u>	x daily rate \$ <u>14.75</u>	= \$ <u>295.00</u>
Total maximum expenses allowed for Third 10 days			\$ <u>663.70</u>
Total for the three 10 day periods			\$ <u>2,433.80</u>

**NON BARGAINING**

Employee:	No. of days _____	x daily rate \$ _____	= \$ _____
Spouse:	No. of days _____	x daily rate \$ _____	= \$ _____
Dependents: No. of dependents _____	x No. of days _____	x daily rate \$ _____	= \$ _____
Total maximum expenses allowed			\$ _____

**PCES**

PCES enter actual expenses \$ \_\_\_\_\_

Claiming lesser of actual or maximum expenses:	\$ <u>2,433.80</u>
Personal Calls Home:	<u>17.55</u>
Total Claimed:	<u>2,451.35</u>
Differences (SMPDC use):	_____
Total verified correct (SMPDC use):	_____
Applied to outstanding advance:	( _____ )
Net to employee (SMPDC use):	\$ _____

Signature of Employee <u>John Q. Traveler</u>	Date <u>4/1/91</u>	Authorized Approving Official's Signature <u>George A. Smith</u>	Date <u>4/3/91</u>
Title of Employee <u>Accounting Tech.</u>		Title <u>General Manager, Assets &amp; Payable Systems Division</u>	

The collection of this information is authorized by 38 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of process related legislation; to a labor organization as required by NLRB; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1612; to an independent Certified Public Accountant during an official audit of USPS financials; and to the Merit Systems Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary, however, if the information is not provided, you may not be reimbursed for your travel and relocation expenses.

PS Form 4872, October 1990

Exhibit 533.4 (page 1), Form 4872, Claim for Subsistence Expenses-Temporary Quarters, Bargaining Employees

Actual daily subsistence expenses were incurred as follows. Required receipts for lodging, etc. are attached.

Day No.	Date	Lodging	Meals	Clothing, Laundry & Cleaning	Total	Personal Phone Calls Home	Day No.	Date	Lodging	Meals	Clothing, Laundry & Cleaning	Total	Personal Phone Calls Home	
1	3-1-91	38.00	16.31		54.31	3.82	37							
2	3-2-91	38.00	14.75		52.75	3.85	38							
3	3-3-91	38.00	13.00		51.00	3.12	39							
4	3-4-91	38.00	15.75		53.75	3.57	40							
5	3-5-91	38.00	12.25		50.25	3.19	41							
6	3-6-91	38.00	78.15		116.15		42							
7	3-7-91	38.00	85.33		123.33		43							
8	3-8-91	38.00	85.19		123.19		44							
9	3-9-91	38.00	96.00	5.45	139.45		45							
10	3-10-91	38.00	90.17		128.17		46							
Subtotal for 10 days		380.00	506.90	5.45	892.35	17.55	47							
11	3-11-91	38.00	54.95		92.95		48							
12	3-12-91	38.00	62.13		100.13		49							
13	3-13-91	38.00	59.27		97.27		50							
14	3-14-91	38.00	53.75		91.75		51							
15	3-15-91	38.00	48.42		86.42		52							
16	3-16-91	38.00	65.38		103.38		53							
17	3-17-91	38.00	71.17		109.17		54							
18	3-18-91	38.00	43.26		81.26		55							
19	3-19-91	38.00	66.90	9.00	113.90		56							
20	3-20-91	38.00	66.10		99.10		57							
Subtotal for 10 days		380.00	586.33	9.00	975.33		58							
21	3-21-91	38.00	43.33		81.33		59							
22	3-22-91	38.00	57.45		95.45		60							
23	3-23-91	38.00	61.29		99.29		61							
24	3-24-91	38.00	44.42		82.42		62							
25	3-25-91	38.00	49.70		87.70		63							
26	3-26-91	38.00	53.66		91.66		64							
27	3-27-91	38.00	64.89	14.75	117.64		65							
28	3-28-91	38.00	47.88		85.88		66							
29	3-29-91	38.00	51.51		89.51		67							
30	3-30-91	38.00	43.00		81.00		68							
Subtotal for 10 days		380.00	517.13	14.75	911.88		69							
70							70							
71							71							
72							72							
73							73							
74							74							
75							75							
Subtotal		1,140.00	1,610.36	29.20	2,779.56	17.55	Subtotal							
Actual Days in Temporary Quarters:								GRAND TOTAL		1,140.00	1,610.36	29.20	2,779.56	17.55

\*Bargaining Unit employees only  
PS Form 4872, October 1990 (Reverse)

Exhibit 533.4 (page 2), Form 4872, Claim for Subsistence Expenses-Temporary Quarters, Bargaining Employees



**Claim for Subsistence Expenses -  
Temporary Quarters**

Printed Name of Employee (First, M.I., Last) <u>John A. Doe</u>		
Specific Travel Order Number <u>601948-0-001</u>	Social Security No. <u>987-65-4321</u>	Address of Official Duty Station <u>U.S. Postal Service Assets &amp; Payables Systems Division Room 8800 475 L'Enfant Plaza, SW Washington, D.C. 20260-5211</u>
Period Claimed for Temporary Quarters <u>30 days</u>	Date <u>From 11/12/90 To 12/11/90</u>	

Computation of the maximum TQ allowance for the period claimed

**BARGAINING**

First 10 day period:

Employee: No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Spouse: No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Dependents: No. of dependents \_\_\_\_\_ x No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total maximum expenses allowed for First 10 days ..... \$ \_\_\_\_\_

Second 10 day period:

Employee: No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Spouse: No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Dependents: No. of dependents \_\_\_\_\_ x No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total maximum expenses allowed for Second 10 days ..... \$ \_\_\_\_\_

Third 10 day period:

Employee: No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Spouse: No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Dependents: No. of dependents \_\_\_\_\_ x No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total maximum expenses allowed for Third 10 days ..... \$ \_\_\_\_\_

Total for the three 10 day periods ..... \$ \_\_\_\_\_

**NON BARGAINING**

Employee: No. of days 30 x daily rate \$ 58 80 = \$ 1,764.00

Spouse: No. of days 25 x daily rate \$ 39 20 = \$ 980.00

Dependents: No. of dependents 2 x No. of days 25 x daily rate \$ 39 20 = \$ 1,960.00

Total maximum expenses allowed ..... \$ 4,704.00

**PCES**

PCES enter actual expenses ..... \$ \_\_\_\_\_

Claiming lesser of actual or maximum expenses: ..... \$ 4,042.38

Personal Calls Home: ..... 16.55

Total Claimed: ..... 4,058.93

Differences (SMPDC use): .....

Total verified correct (SMPDC use): .....

Applied to outstanding advance: ..... ( \_\_\_\_\_ )

Net to employee (SMPDC use): ..... \$ \_\_\_\_\_

Signature of Employee <u>John A. Doe</u>	Date <u>12/12/90</u>	Authorized Approving Official's Signature <u>George A. Smith</u>	Date <u>12/14/90</u>
Title of Payee <u>Accountant</u>		Title <u>General Manager - Assets &amp; Payables Systems Division</u>	

The collection of this information is authorized by 38 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRB, where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary, however, if this information is not provided, you may not be reimbursed for your travel and relocation expenses.

PS Form 4872, October 1990

Actual daily subsistence expenses were incurred as follows. Required receipts for lodging, etc. are attached.

Day No.	Date	Lodging	Meals	Clothing, Laundry & Cleaning	Total	Personal Phone Calls Home	Day No.	Date	Lodging	Meals	Clothing, Laundry & Cleaning	Total	Personal Phone Calls Home
1	11-12-90	38.00	26.15		64.15	3.82	37						
2	11-13-90	38.00	20.80		58.80	2.85	38						
3	11-14-90	38.00	19.95		57.95	3.12	39						
4	11-15-90	38.00	17.82		55.82	3.57	40						
5	11-16-90	38.00	23.35		61.35	3.19	41						
6	11-17-90	38.00	104.60		142.60		42						
7	11-18-90	38.00	83.20		121.20		43						
8	11-19-90	38.00	79.80		117.80		44						
9	11-20-90	38.00	93.40	19.37	150.77		45						
10	11-21-90	38.00	123.19		161.19		46						
* Summed for 10 days							47						
11	11-22-90	38.00	132.08		170.08		48						
12	11-23-90	38.00	98.74		136.74		49						
13	11-24-90	38.00	112.25		150.25		50						
14	11-25-90	38.00	101.18		139.18		51						
15	11-26-90	38.00	97.77		135.77		52						
16	11-27-90	38.00	82.90	21.88	142.78		53						
17	11-28-90	38.00	138.90		176.90		54						
18	11-29-90	38.00	117.06		155.06		55						
19	11-30-90	38.00	92.24		130.24		56						
20	12-1-90	38.00	126.66		164.66		57						
* Summed for 10 days							58						
21	12-2-90	38.00	118.42		156.42		59						
22	12-3-90	38.00	123.45		161.45		60						
23	12-4-90	38.00	111.11		149.11		61						
24	12-5-90	38.00	97.82	24.13	159.95		62						
25	12-6-90	38.00	100.16		138.16		63						
26	12-7-90	38.00	99.99		137.99		64						
27	12-8-90	38.00	107.38		145.38		65						
28	12-9-90	38.00	133.14		171.14		66						
29	12-10-90	38.00	117.56		155.56		67						
30	12-11-90	38.00	136.43		174.43		68						
* Summed for 10 days							69						
70							70						
71							71						
72							72						
73							73						
74							74						
75							75						
76							76						
77							77						
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91							91						
92							92						
93							93						
94							94						
95							95						
96							96						
97							97						
98							98						
99							99						
100							100						
Subtotal		1,140.00	2,837.00	65.38	4,042.38	16.55	Subtotal						
Actual Days In Temporary Quarters:							GRAND TOTAL		1,140.00	2,837.00	65.38	4,042.38	16.55

\*Bargaining Unit employees only  
PS Form 4872, October 1990 (Reverse)

Exhibit 534.2 (page 2), Form 4872, Claim for Subsistence Expenses-Temporary Quarters, Non Bargaining Employees

## Chapter 6 Real Estate Transactions and Unexpired Leases

### 610 Conditions and Requirements

#### 611 Reimbursement for settlement expenses

The Postal Service will reimburse you for allowable settlement expenses for:

- a. Selling one residence at your old official station.
- b. Buying or constructing one residence at your new official station.
- c. Settling an unexpired lease at your old official station either for the house in which you lived or for a lot on which you had a mobile home used as residence.

#### 612 Conditions for reimbursement

To be eligible for reimbursement, you must satisfy all of the following conditions:

- a. A permanent change of station has been approved and authorized for you; both stations are located within the United States and its possessions; and you have signed Form 178.
- b. The title to the residence (which may be a mobile home and/or a lot on which the mobile home is or will be located) at the old or new official station, or the interest in a cooperatively-owned dwelling or in an unexpired lease, is (1) in your name alone; (2) jointly in your name and in the name of one or more members of your immediate family; or (3) solely in the name of one or more members of your immediate family. For disposition of the property at the old duty station, you (or your immediate family) must have acquired the title or interest in the property before you were informed of the transfer. For acquisition of property at the new duty station, you (or your immediate family) must acquire the title or interest in the property after you were informed of the transfer.
- c. The expenses of selling or of settling the lease are for your actual residence at the time you were informed of your transfer to your new official station.
- d. The settlement dates for the sale and purchase, or for terminating the lease, are not later than 1 (initial) year after the date on which you reported for duty at your new official station. If you submit a written request to the appropriate approving official before the end of the initial year, this time limit may be extended for up to 1 additional year.

**Note:** If you encounter unique and unusual circumstances, you may submit a written request through your installation or department head to the appropriate officer for a second extension of up to 1 year. You must submit this request well before your first extension period expires. Any further extensions must be processed using the deviation procedures described in part 180. You must specify exactly the efforts you have taken to market the property and provide documentation showing a continuous and reasonable effort to complete the transaction. Each manager in the chain-of-command must attach a recommendation with supporting comments. If an extension is approved, your office must immediately prepare an amended Form 178 and distribute it.

- e. You actually paid the expenses. If the residence is a multiple-occupancy dwelling and you occupy only part of it, your expenses will be reimbursed on a prorated basis. In addition, your reimbursement will be limited to a reasonable amount required for the residence site. In no event will you be reimbursed for the purchase and/or sale of more than five acres.

f. Sections 612c and 612d do not apply if you are a master instructor assigned to the Management Academy, Potomac, MD, and meet these three conditions:

- (1) You are assigned to the Management Academy for 3 years or less;
- (2) You did not sell your residence at your old duty station at the time you were assigned to the Academy, or while you were at the Academy; and
- (3) At the end of the assignment, you did not return to your former duty station.

Note: The time limits for completing residence transactions in section 612d will be computed from the date you are assigned to the new duty station.

### 613 Disclosure statements

You must support Form 4877, *Reimbursement of Real Estate Expenses-Change of Official Station*, with a copy of the disclosure statement required by Regulation Z issued by the Board of Governors of the Federal Reserve System and the Truth in Lending Act, Title I, Public Law 90-321, for all charges made by the lending institution toward the purchase of a new residence.

Exception: A disclosure statement is not required when assuming the loan from the seller. A statement to this effect must be added to Form 4877.

## 620 Reimbursable and Non-reimbursable Expenses

### 621 Overall limitations on reimbursement

**621.1 Limit-10 percent of sales price.** The Postal Service will reimburse you for allowable expenses incurred in connection with selling your residence at the old official station. The amount of this reimbursement, however, cannot be more than 10 percent of the actual sales price.

**621.2 Limit-5 percent of purchase price.** The Postal Service will reimburse you for allowable expenses incurred in connection with buying a residence at your new official station. The amount of this reimbursement, however, cannot be more than 5 percent of the purchase price.

### 622 Broker's fees and real estate commissions

The Postal Service will reimburse a broker's fee or real estate commission that you paid for selling your residence, as long as the fee or commission does not exceed customary rates for that locality. No such fee or commission is reimbursable when you buy a home at your new official station. If you or a member of your immediate family receives any compensation for performing brokerage/real estate services, you must deduct that compensation from the amount that you claim.

### 623 Other advertising and selling expenses

The Postal Service will reimburse the costs of advertising (newspaper, bulletin board, multiple-listing services, or other advertising) to sell your residence at your old official station if you have not paid for those services as part of a broker's fee or real estate commission.

## 624 Costs of selling or buying a home

**624.1 Legal and related costs of selling or buying a home.** The Postal Service may reimburse certain legal and related costs of selling or buying a home. The costs must meet all of the following conditions:

- a. They have not been included in brokers' fees, lawyers' fees, or similar expenses claimed elsewhere.
- b. They are customarily paid by the seller in the area of the old official station or by the buyer in the area of the new official station.
- c. They are not more than the amounts customarily charged in the locality of the residence.

**624.2 Reimbursable costs.** The following costs may be reimbursed:

- a. Title search.
- b. Preparing an abstract.
- c. Title opinion.
- d. Lender's title insurance policy.
- e. Preparing conveyances, contracts, and other legal documents.
- f. Notary and recording fees.
- g. Surveys.
- h. Drawings or plats required for legal or financing purposes.
- i. Customary appraisal costs.
- j. Title insurance purchased by the buyer in those localities in which it is not customary for the seller to furnish either a title opinion or title insurance, or for the buyer to obtain a title opinion.
- k. Inspection fees (radon, termite, structural, etc.) required by the lender as a prerequisite to loan approval or required by Federal, State, or local statute or ordinance.
- l. Loan origination fee (non bargaining employees only) associated with the purchase of a residence at the new official duty station. Limited to no more than 1 percent of the value of associated loan.
- m. Postage/messenger fees charged for the delivery of documents to/from the agents associated with the sale or purchase (title company, lender, realtor, employee, etc.). Such fees must be stated in the closing documents and must have been paid by the relocating employee as part of the sale or purchase. Postage/messenger fees must customarily be paid by the seller of the residence in the locality of the old official duty station or by the purchaser of the residence in the locality of the new official duty station. Such fees must not exceed amounts customarily paid in the locality. The Postal Service will reimburse the actual amount of postage/messenger fees up to a maximum of \$60.00. Amounts claimed for reimbursement of postage/messenger fees must be itemized in section 7 of Form 4877. Documentation showing amounts paid must be submitted with your claim.
- n. Attorney's fees for services required in the sale or purchase of the home. In all cases, claims must be accompanied by (1) an itemized breakdown for the services provided; (2) the fees for each item of service; and (3) a statement that each service for which claim is made is the accepted practice for the locality of the residence.
- o. Similar legal costs as described in a-h.

**Note:** Attorney's fees are reimbursable only to the extent that they are not for services also performed by another party (lender, title company, etc.) for which reimbursement is being claimed. In some areas, the preparation of documents, recording of deeds and liens, and the closing are accomplished by the title company or the lending institution; no attorney services are required. In no case will attorney's fees be reimbursed for services provided solely at the discretion of the employee. Litigation costs are not reimbursable.

## **625 Settlement costs**

**625.1 Reimbursable expenses.** The Postal Service will reimburse the following settlement costs if they do not exceed the amounts customarily charged in the locality of the residence and they are customarily paid by the seller in the area of the old official station or by the buyer in the area of the new official station:

- a. FHA or VA loan application fee.
- b. Costs of preparing a credit report.
- c. Mortgage and transfer taxes.
- d. State revenue stamps and similar fees and charges.
- e. Mortgage title insurance required by the lending institution to obtain a mortgage loan (commonly called lender's coverage).

**625.2 Other reimbursable expenses.** If you are selling a home and the terms of the mortgage or other security agreement include a prepayment penalty, the Postal Service will reimburse the penalty if you had to prepay the mortgage or other security agreement because you were relocating. In addition, the Postal Service may reimburse expenses for prepaying a second deed of trust which was executed after the initial financing of your home. If the terms of your mortgage or other security agreement specify the amount of the penalty or the basis on which the penalty is computed, the Postal Service will reimburse the full amount. If no specific amount or basis of computation is specified, the Postal Service will only reimburse an amount equal to 3 months' interest on the balance of the mortgage loan. You must furnish the appropriate documentation to support the amount of reimbursement you request.

**625.3 The Postal Service will not reimburse the following settlement costs:**

- a. Owner's title insurance (for exception, see section 624.2j).
- b. "Record Title" policy.
- c. Insurance against damage or loss of property.
- d. Interest on loans, points, and mortgage discounts.
- e. Loan commitment fee.
- f. Loan origination fee (bargaining unit employees).
- g. Loan assumption or transfer fee.
- h. Property taxes.
- i. Operating or maintenance costs.
- j. Tax services.
- k. VA funding fee (see section 625.1).

**625.4 Finance charges under the Truth in Lending Act and Regulation Z.** The Postal Service will not reimburse any fee, cost, charge, or expense it determines is part of the finance charge under the Truth in Lending Act and Regulation Z.

**625.5 Constructing a house.** If you are constructing a house, the Postal Service will reimburse expenses comparable to the expenses that would be reimbursable if you were buying a house.

#### **626 Losses from market condition**

The Postal Service will not reimburse you for losses resulting from market conditions and any similar losses.

#### **627 Expenses of settling unexpired leases**

**627.1 Reimbursement of unexpired leases.** Expenses you incur for settling an unexpired lease (including month-to-month rental) on residence quarters you occupied at your old official station may include broker's fees for obtaining a sublease or the cost of advertising an unexpired lease. These expenses are reimbursable if all these conditions are met:

- a. The applicable laws or the terms of the lease provide for payment of settlement expenses;
- b. The costs cannot be avoided by subleasing or other arrangements;
- c. You did not contribute to the cost by failing to give prompt and appropriate notice that you were terminating the lease after finding out that you were being transferred to a new official station; and
- d. The broker's fees or advertising charges do not exceed those customarily charged for comparable services in that locality. You must itemize these expenses and enter the total amount on a travel voucher.

**627.2 Claim for unexpired lease expenses.** You must submit this voucher separately from the claim you make for expenses related to buying a home. You must support each item with a copy of the lease agreement and proof of payment.

### **630 Submitting a Claim for Reimbursement of Real Estate Expenses**

#### **631 How to apply for reimbursement and how to document expenses**

**631.1 Claim for reimbursement of real estate expenses.** Prepare Form 4877 (see Exhibit 631.1). Enter the itemized amounts you are claiming in the appropriate spaces on the form. For each expense, attach documents showing that you paid the expense. Identify items claimed in item 4 on the reverse side of Form 4877.

**631.2 Submitting Form 4877.** You may prepare a separate Form 4877 for sale and purchase expenses.

**631.3 Documentation required to support real estate expenses.** You must submit one complete set of legible, signed documents or copies of them to support the claim. Copies of the following documents must be included, if appropriate: (a) the sales agreement; (b) the purchase agreement; (c) property settlement documents; (d) loan closing statements; (e) invoices or receipts for bills paid; and (f) a copy of the disclosure statement required by Regulation Z and the Truth in Lending Act for all charges by the lending institution for the purchase of your new home.

## **632 How your claim will be reviewed and approved**

**632.1 Where to submit Form 4877 for review and approval.** Submit Form 4877 with supporting documents to request reimbursement for sales or purchase expenses, for review, adjudication, and signature approval as follows:

- a. Transfers to and from Headquarters: Submit to General Manager, Assets and Payables Systems Division, Department of the Controller, Headquarters. (This authority may be delegated only to the Acting General Manager, Assets and Payables Systems Division, Department of the Controller, Headquarters);
- b. Transfers to and from Field Divisions: Submit to appropriate Field Division Controller. (This authority may be delegated only to the Acting Field Division Controller);
- c. Transfers to and from regional offices: Submit to the General Manager, Accounting and Systems Compliance;
- d. Headquarters-related field office transfers: Submit to the nearest associated city Field Division Controller; and
- e. Inspection Service transfers: Submit to Regional Chief Inspector or Inspectors in Charge, as appropriate.

**632.2 Review of real estate expenses.** This review will determine whether the expenses claimed are reasonable and customarily paid by the seller/buyer in the locality where the property is located. If any expenses appear to be excessive, the expenses will be reduced or disallowed. The appropriate official will indicate whether the expenses are approved or disapproved on Form 4877.

## **633 How to submit a claim for payment**

Forward approved Form 4877 and documentation for administrative approval and payment of your claim.

## **634 Administrative approval**

**634.1 Approving official.** The official who approves the travel for change of station will give final administrative approval of Form 4877. This official may accept as conclusive the required prior approval (see section 632.1) concerning reasonable and customary expenses.

**634.2 Forwarding for payment.** After the appropriate official has given administrative approval, Form 4877 and supporting documents will be forwarded for payment in the usual manner.

## **640 RMF Service for Home Sales**

### **641 Requirements**

This program may be offered to EAS personnel, grade level 21 or above (Inspection Service personnel grade level 17 or above), through a deviation process only. Saved grade or save rate employees are not eligible. The following criteria must be met before your request:

- a. The title to the residence must comply with the conditions stated in section 612.b.
- b. The distance between the former residence and the new official duty station must be at least 70 miles.

- c. The residence must be marketed at a fair market value set by a knowledgeable real estate broker, and must be in line with local market conditions and recent comparable sales.
- d. The residence to be sold must be appraised at no less than \$50,000 and must be situated on no more than one acre of land.
- e. The residence has to be aggressively marketed a minimum of 120 days (a minimum of 60 days for Inspection Service personnel).

**Note:** Mobile homes, houseboats, and other similar residences are not eligible for consideration.

#### **642 Guidelines to follow when filing Home Sale Deviation**

The employee must include the following with their deviation request:

- a. Copy of the purchase closing statement.
- b. The real estate broker(s) report on marketing efforts, which includes length of market time, list prices, concessions offeror, and copies of the advertisement.
- c. Copy of the recent property appraisal, if available. (A property appraisal conducted by a financial institution is not acceptable.)
- d. If readily available, photographs of the property and immediate area, and/or any other documentation which would support the request.

If the request is approved by the transferee's immediate PCES manager, all documentation with that manager's supporting comments must be forwarded to the Director, Office of Accounting, Headquarters.

The Director, Office of Accounting, will advise the transferee's immediate PCES executive of the final decision. If approved, the San Mateo PDC will be requested to initiate the RMF service for the transferee. Accordingly, all requests must include the employee's home and business telephone numbers, the exact address of the property, the BA code, and the finance number of the transferee's new duty station. Appeals on denials are not to be honored or directed "up the line."



**Reimbursement of Real Estate Expenses -  
Change of Official Station**

**INSTRUCTIONS**

(See Handbook F-12, Relocation Policy and F-11, PCES Relocation Policy)

1. Complete Parts I, II, and III of face and enter all applicable amounts and totals on reverse.
2. Attach one complete set of documents required to support claim.
  - a. Copy of sales agreement between buyer and seller.
  - b. Copy of settlement sheet.
  - c. Copy of receipt for any item claimed that is not on settlement sheet (credit report, appraisal, etc.)
  - d. Copy of disclosure statement that is required by Regulation Z and the Truth in Lending Act (purchase transactions only).
3. Be sure you have signed the Employee Certification(s) below.
4. Submit this form with supporting documentation to the General Manager, National Accounting Division, Dept. of the Controller (Headquarters); or Field Division Controller (Field Division), Regional Manager, Accounting & Systems Compliance (Region), or Regional Chief Inspector or Inspector in Charge (Inspection Service), as appropriate. When Form 4877 is signed by the appropriate approving official(s), submit to the San Mateo PDC for payment.

**I. EMPLOYEE - CLAIMANT**

Name (First, M.I., Last) <b>John A. Doe</b>	Check Applicable Box if Earlier Claim for Real Estate Expenses Submitted for this Transaction <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Official Duty Station address: <b>USPS, A+PSD, Room 8800, 475 L'Enfant Plaza SW, Washington, D.C. 20260-5211</b>	

**II. TRANSFER DATA**

Old Official Station <b>Kansas City, MO 64108-9521</b>	Social Security No. <b>987-65-4321</b>	Specific Travel Order Number <b>601948-0-001</b>
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**III. RESIDENCE PROPERTY DATA**

	Old Official Station	New Official Station
Complete Address of Residence (Include Apt./Suite No. & ZIP-4)	<b>5900 Paseo Kansas City, MO 64110-3251</b>	
No. of Dwelling Units on Property	<b>1</b>	
Sale and/or Purchase Price	<b>\$ 89,700</b>	
Date of Closing or Settlement	<b>10/26/90</b>	
Amt. of Expense Being Claimed	<b>\$ 5,687.00</b>	
Adjustments to Amount Claimed		
Amount applied to outstanding advance		
Net to Transferee	<b>\$ 5,687.00</b>	

**Employee Certification**

I hereby certify that the amount claimed in connection with the above transaction represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer, or is my new residence.

Signature of Employee <b>John A. Doe</b>	Date <b>10/29/90</b>
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**IV. APPROVALS**

- A. Sales Expenses—The expenses of the sale applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a seller in the locality where the property is located.  
 As Claimed  As Increased  As Reduced, Per Attached Memo
- B. Purchase Expenses—The expenses of the purchase applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a buyer in the locality where the property is located.  
 As Claimed  As Increased  As Reduced, Per Attached Memo

Title of Approving Official (at former duty station) <b>Controller - Field Division</b>	Date <b>11/1/90</b>	Title of Approving Official (at new duty station)	Date
Signature of Approving Official (at former duty station) <b>Paul A. Trammel</b>		Signature of Approving Official (at new duty station)	

Funding/Finance Number Approving Official's Signature and Date  
**George A. Smith 11/5/90**

Fraudulent Claim: Classification of an item in an expense account works a forfeiture of the claim (28 USC 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 USC 287; et. 1001).

The collection of the information is authorized by 38 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRA; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to help an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR, 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary, however, if the information is not provided, you may not be reimbursed for your travel and relocation expenses.

PS Form 4877, October 1990

Exhibit 631.1 (page 1), Form 4877, Reimbursement of Real Estate Expenses-Change of Official Station

Costs Incurred and Paid in Selling Residence at Old Official Station or Purchasing Residence at New Official Station Location (or Both)			
Item	Explanation	Former Residence	New Residence
1.	<b>Brokerage Fees:</b> The sales commission paid to a broker or real estate agent for selling former residence. Also, fees for listing a residence and payment for multiple listing service, if not included in commission paid to the broker or agent.....	\$ 5,382.00	
2.	<b>Advertising:</b> Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent.....	\$	
3.	<b>Appraisal Fee:</b> The amount paid to a professional appraiser for establishing a suggested sale price for the residence.....	\$	
4.	<b>Legal and Related Costs:</b> The amounts paid for costs of (1) searching title, preparing abstract, and legal fees for a title opinion, or (2) title insurance policy where customarily furnished by the seller; costs of preparing conveyances, other instruments, and contracts; related notary fees; costs of making surveys, preparing drawings or plats, recording fees and recording taxes or other charges paid incident to recordation (e.g., mortgage discharge recording fees), etc.....	\$ 275.00	\$
5.	<b>Miscellaneous Costs:</b> Amounts paid in connection with sale of former residence and purchase of a new residence. (Normally, these expenses (except a.) are paid by the purchaser; however, depending on local custom and practice, the seller may be required to pay some of them. If claimed by seller, it must be established that payment was because of an established custom, that payment by purchaser would be unusual and that payment by seller was required by custom rather than a practice to enhance the sale.)		
a.	<b>Prepayment Charge:</b> The amount paid as required in the mortgage or other security instrument as a charge for prepayment; or if not specifically required by the mortgage instrument, the amount paid limited to 3 months prevailing interest on the loan balance.....	\$	
b.	<b>Lender's Appraisal Fee:</b> The amount paid for the mortgagee-lender's charge for residence appraisal.....	\$	\$
c.	<b>FHA or VA Application Fee:</b> The amount paid.....	\$	\$
d.	<b>Certifications:</b> The amount paid for any required certifications as to structural soundness or physical condition of property, when required by mortgagee-lender, FHA or VA.....	\$ 30.00	\$
e.	<b>Credit Report:</b> The amount paid for credit or factual data report on the buyer, if required by mortgagee-lender, FHA or VA.....	\$	\$
f.	<b>Mortgage Title Policy:</b> The amount paid for mortgage (or lender's) title insurance policy only (as distinguished from a mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy).....		\$
g.	<b>Escrow Agent's Fee:</b> The amount paid to an escrow agent, title company, or similar entity for closing a real estate transaction.....	\$	\$
h.	<b>State Revenue Stamps:</b> The amount paid.....	\$	\$
i.	<b>Sales or Transfer Taxes: Mortgagee Tax, if Any:</b> The amount paid.....	\$	\$
6.	<b>Loan Origination Fee:</b> Amount charged to cover the administrative overhead cost of processing the loan. (Subject to limitations contained in Handbook F-12, Relocation Policy - 620.42 m.).....		\$
7.	<b>Other Incidental Expenses:</b> Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above (itemize and explain, if necessary, attach separate sheet):		
8.	<b>Unexpired Lease Termination Expense</b> .....	\$	
<b>Total - Former Residence</b> .....		\$ 5,687.00 <sup>1-d</sup>	
<b>Total - New Residence</b> .....			\$ <sup>2-d</sup>

NOTE: In accordance with the real estate expense provisions of Handbook F-12, Relocation Policy, costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. Notwithstanding the above, no fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321, and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System. Expenses incurred by the employee for services which do not eventuate into one of the transactions for which reimbursement is authorized are not reimbursable.

FOOTNOTES:

<sup>1</sup>The aggregate amount of expenses which may be reimbursed is this amount, but it may not exceed 10% of the actual sale price.

<sup>2</sup>The aggregate amount of expenses which may be reimbursed is this amount, but it may not exceed 5% of the purchase price.

<sup>3</sup>If property is multiple family unit type (excluding condominium) expenses will be prorated and allowed for residence unit only.

<sup>4</sup>Reimbursement is tied to the allowable expense associated with the residence structure and maximum lot size of 5 acres.

PS Form 4877, October 1990 (Reverse)

Exhibit 631.1 (page 2), Form 4877, Reimbursement of Real Estate Expenses-Change of Official Station



**Reimbursement of Real Estate Expenses -  
Change of Official Station**

**INSTRUCTIONS**

(See Handbook F-12, Relocation Policy and F-11, PCES Relocation Policy)

1. Complete Parts I, II, and III of face and enter all applicable amounts and totals on reverse.
2. Attach one complete set of documents required to support claim.
  - a. Copy of sales agreement between buyer and seller.
  - b. Copy of settlement sheet.
  - c. Copy of receipt for any item claimed that is not on settlement sheet (credit report, appraisal, etc.)
  - d. Copy of disclosure statement that is required by Regulation Z and the Truth in Lending Act (purchase transactions only).
3. Be sure you have signed the Employee Certification(s) below.
4. Submit this form with supporting documentation to the General Manager, National Accounting Division, Dept. of the Controller (Headquarters); or Field Division Controller (Field Division), Regional Manager, Accounting & Systems Compliance (Region), or Regional Chief Inspector or Inspector in Charge (Inspection Service), as appropriate. When Form 4877 is signed by the appropriate approving official(s), submit to the San Mateo PDC for payment.

**I. EMPLOYEE - CLAIMANT**

Name (First, M.I., Last) John A. Doe Check Applicable Box if Easier Claim for Real Estate Expenses Submitted for this Transaction  Yes  No

Official Duty Station address USPS, A&PSD, Room 8800, 475 L'Enfant Plaza, SW, Washington, D.C. 20240-5211

**II. TRANSFER DATA**

Old Official Station Kansas City, MO 64108-9521 Social Security No. 987-65-4321 Specific Travel Order Number 601948-0-001

**III. RESIDENCE PROPERTY DATA**

	Old Official Station	New Official Station
Complete Address of Residence (Include Apt./Suite No. & ZIP-4)		15802 Belair Drive Bowie, MD 20715-1247
No. of Dwelling Units on Property		1
Sale and/or Purchase Price		\$ 97,250.00
Date of Closing or Settlement		12/13/90
Am't. of Expense Being Claimed		\$ 3,187.25
Adjustments to Amount Claimed		
Amount applied to outstanding advance		
Net to Transferee		\$ 3,187.25

**Employee Certification**

I hereby certify that the amount claimed in connection with the above transaction represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer, or is my new residence.

Signature of Employee John A. Doe Date 12/17/90

**IV. APPROVALS**

A. Sales Expenses—The expenses of the sale applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a seller in the locality where the property is located.  
 As Claimed  As Increased  As Reduced, Per Attached Memo

B. Purchase Expenses—The expenses of the purchase applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a buyer in the locality where the property is located.  
 As Claimed  As Increased  As Reduced, Per Attached Memo

Title of Approving Official (at former duty station) \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Approving Official (at former duty station) \_\_\_\_\_

Title of Approving Official (at new duty station) General Manager, Nat'l Accounting Date 12/24/90  
 Signature of Approving Official (at new duty station) Kathy M. Pepper

Funding Finance Number Approving Official's Signature and Date  
George A. Smith 12/24/90

Fraudulent Claim of application of an item in an expense account voids a forfeiture of the claim (28 USC 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 USC 287, et. seq.).

The collection of this information is authorized by 36 U.S.C. 1001 and 2001. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRA; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary; however, if this information is not provided, you may not be reimbursed for your travel and relocation expenses.

Costs Incurred and Paid in Selling Residence at Old Official Station or Purchasing Residence at New Official Station Location (or Both)			
Item	Explanation	Former Residence	New Residence
1.	Brokerage Fees: The sales commission paid to a broker or real estate agent for selling former residence. Also, fees for listing a residence and payment for multiple listing service, if not included in commission paid to the broker or agent.....	\$	
2.	Advertising: Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent.....	\$	
3.	Appraisal Fee: The amount paid to a professional appraiser for establishing a suggested sale price for the residence.....	\$	
4.	Legal and Related Costs: The amounts paid for costs of (1) searching title, preparing abstract, and legal fees for a title opinion, or (2) title insurance policy where customarily furnished by the seller; costs of preparing conveyances, other instruments, and contracts; related notary fees; costs of making surveys, preparing drawings or plats, recording fees and recording taxes or other charges paid incident to recordation (e.g., mortgage discharge recording fees), etc.....	\$	\$ 385.00
5.	Miscellaneous Costs: Amounts paid in connection with sale of former residence and purchase of a new residence. (Normally, these expenses (except a.) are paid by the purchaser; however, depending on local custom and practice, the seller may be required to pay some of them. If claimed by seller, it must be established that payment was because of an established custom, that payment by purchaser would be unusual and that payment by seller was required by custom rather than a practice to enhance the sale.)		
a.	Prepayment Charge: The amount paid as required in the mortgage or other security instrument as a charge for prepayment; or if not specifically required by the mortgage instrument, the amount paid limited to 3 months prevailing interest on the loan balance.....	\$	
b.	Lender's Appraisal Fee: The amount paid for the mortgagee-lender's charge for residence appraisal.....	\$	\$ 125.00
c.	FHA or VA Application Fee: The amount paid.....	\$	\$
d.	Certifications: The amount paid for any required certifications as to structural soundness or physical condition of property, when required by mortgagee-lender, FHA or VA.....	\$	\$
e.	Credit Report: The amount paid for credit or factual data report on the buyer, if required by mortgagee-lender, FHA or VA.....	\$	\$ 25.00
f.	Mortgage Title Policy: The amount paid for mortgage (or lender's) title insurance policy only (as distinguished from a mortgage insurance policy on the life of the borrower and the additonal cost for an owner's title policy).....		\$ 221.00
g.	Escrow Agent's Fee: The amount paid to an escrow agent, title company, or similar entity for closing a real estate transaction.....	\$	\$
h.	State Revenue Stamps: The amount paid.....	\$	\$
i.	Sales or Transfer Taxes: Mortgage Tax, If Any: The amount paid.....	\$	\$ 1,458.75
6.	Loan Origination Fee: Amount charged to cover the administrative overhead cost of processing the loan. (Subject to limitations contained in Handbook F-12, Relocation Policy - 620.42 m.).....		\$ 972.50
7.	Other Incidental Expenses: Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above (itemize and explain; if necessary, attach separate sheet).		
8.	Unexpired Lease Termination Expense.....	\$	
Total - Former Residence.....		\$ 1.41	
Total - New Residence.....			\$ 3,187.25 <sup>2,4</sup>

NOTE: In accordance with the real estate expense provisions of Handbook F-12, Relocation Policy, costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to prior or market conditions are not reimbursable. Notwithstanding the above, no fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321, and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System. Expenses incurred by the employee for services which do not eventuate into one of the transactions for which reimbursement is authorized are not reimbursable.

FOOTNOTES:

<sup>1</sup>The aggregate amount of expenses which may be reimbursed is this amount, but it may not exceed 10% of the actual sale price.

<sup>2</sup>The aggregate amount of expenses which may be reimbursed is this amount, but it may not exceed 5% of the purchase price.

<sup>3</sup>If property is multiple family unit type (excluding condominium) expenses will be pro-rated and allowed for residence unit only.

<sup>4</sup>Reimbursement is tied to the allowable expenses associated with the residence structure and maximum lot size of 5 acres.

PS Form 4877, October 1990 (Reverse)

Exhibit 631.1 (page 4), Form 4877, Reimbursement of Real Estate Expenses-Change of Official Station

## Chapter 7

### Relocation as Part of the Management Associate Program

#### 710 Explanation

The Management Associate (MA) program, administered by the division, is a management development program which requires participants to move about a great deal. Management Associates are non bargaining unit employees assigned to field installations. They can be reassigned to new sites throughout the Service as often as every 4 months during their 32 months in the program.

#### 720 What the Postal Service will Pay

##### 721 Reassignment expenses

Each time a Management Associate is reassigned, the Postal Service will pay for moving household goods, for advance round trips (to locate housing), for temporary quarters, for miscellaneous expenses, and for en route costs, as specified in this handbook. The Postal Service will do this from the time you are first placed into the MA Program through your first assignment after leaving the program. Instead of being paid for the moving of household goods and temporary quarters, you may choose to move a mobile home and be reimbursed in accordance with part 440 each time you are reassigned.

##### 722 Real estate transactions and limitations

In real estate transactions for Management Associates, you may claim costs for only one purchase and sale of a home. The real estate transaction may cover either or both of the following:

- a. The sale of your residence at the official duty station when you were assigned to the MA program.
- b. The purchase of a residence at the first permanent official duty station after you leave the program. You may not claim costs for selling or buying a residence at an interim site.

**Note:** You should file the real estate claim as soon as you have completed the sale or purchase.

##### 723 Unexpired leases

The Postal Service will allow settlement expenses for unexpired leases at the official duty station at which you were employed when you were assigned to the MA Program and at the interim sites, if the stipulations in this handbook are met. (See section 627.1.)

#### 730 Assignment to a Previous Site

Management Associates are sometimes assigned at the end of the program to a site from which they have previously moved (and received relocation benefits). In such cases, the Postal Service will consider the assignment to be an official change of station. The Postal Service will pay all normal relocation costs (consistent with the provision of parts 310 and 510) for temporary quarters, storing household goods, and advance round trip or en route expenses.

## **740 Time Limits for Settling Real Estate Transactions**

### **741 General rule**

You must settle real estate transactions (selling and/or buying a home or terminating a lease) for which you request reimbursement within 1 year after the date on which you report for duty at your first duty station after you complete the MA program. This time limit may be extended by the appropriate approving official for up to 2 additional years (see section 612.d). The transaction must be reasonably related to the transfer of official station.

### **742 Unusual circumstances**

If you encounter unique and unusual circumstances, you may submit a written request to your installation department head for a second extension of up to 1 year. You must submit requests of this nature well before the first extension period expires to the respective officer for approval/denial. For other exceptions, follow the deviation procedures described in part 180.

When you apply for an extension, you must specify the efforts you have taken to market the property. You must provide documentation showing that you have made a continuous and reasonable effort to sell the property.

## **750 Travel Vouchers for the MA Program**

You must prepare travel vouchers for all relocation costs, as specified in this handbook.

## Chapter 8

### Grossing Up Allowance- Non Bargaining Employees

#### 810 Employee Responsibilities

You will receive a Form W-2 and facsimile of IRS Form 4782 (see Exhibit 810) from the San Mateo PDC shortly after the end of the calendar year in which you relocated. Form 4782 shows all payments made in that year and supports the amounts reported on your relocation Form W-2. Postal Service payment cycles and the RMFs transportation of household goods billing periods may overlap calendar years. Therefore, it is important to keep accurate records of the following items to ensure that expenses are reported in the appropriate time frame for tax purposes:

- a. Vouchers;
- b. Payments received;
- c. Bills of lading; and
- d. Real estate transaction files or papers.

#### 820 "Grossing Up" Allowance

##### 821 Definition

A "grossing up" allowance is your reimbursement from the Postal Service for Federal and, where applicable, State and local income taxes you must pay on nondeductible moving expenses. Grossing up requires two calculations: a calculation of a withholding tax allowance (WTA) and a relocation income tax (RIT). Provided below are the basic descriptions of terms associated with your grossing up calculations:

- a. **Earned income.** Earned income includes gross income, as per your USPS salary Form W-2. If you are newly hired by the Postal Service, your earned income will be based on your salary, as reflected on your Form 50, plus your nondeductible moving expenses, i.e., the difference between the amount reported on your relocation W-2 (and Form 4782) less the amount you report to IRS as "deductible expenses" on your IRS Form 3903, *Moving Expense*. In addition, earned income includes your spouse's income as reported on his/her Form W-2.
- b. **Withholding tax allowance (WTA).** The payment the Postal Service makes to the IRS as an estimate of the Federal withholding tax you will owe on a moving expense reimbursement. On receipt of your relocation vouchers for a taxable relocation reimbursement, the San Mateo PDC calculates your WTA, calculates and pays the IRS Federal income taxes at a rate of 20 percent, and reimburses you for the full amount of your claim (FICA (Medicare) is not withheld).
- c. **Year 1.** The calendar year during which you are reimbursed for moving expenses. If your payments extend beyond a year, you will have more than one year 1.
- d. **Year 2.** The calendar year during which you file a tax return covering moving expenses from year 1. If your reimbursements extend beyond a year, you will have more than one year 2.
- e. **RIT.** The calculation of Federal, State, or local income taxes that you incur on nondeductible moving expenses. Your WTA is subtracted from your RIT to determine your grossing up allowance.
- f. **Combined marginal tax rate (CMTR).** The tax rate that represents Federal, State, and local income taxes on your earned income.

g. Deductible moving expense. The total amount of moving expenses you may deduct from your taxes.

h. Nondeductible moving expense. The total amount of moving expenses you may not deduct from your taxes.

### **822 Resignation and retirement**

If you leave the Postal Service within 12 months of the time you relocate to a new duty station, you will not receive a grossing up allowance.

### **823 Completing Form 4879, Certification Statement**

You must complete and submit to the San Mateo PDC a Form 4879, *Certification Statement-Claim for Relocation Income Tax Allowance*.

UNITED STATES POSTAL SERVICE FACSIMILE OF IRS FORM 4782  
 EMPLOYEE MOVING EXPENSE INFORMATION  
 PAYMENTS MADE DURING CALENDAR YEAR 1990

(KEEP FOR YOUR RECORDS)

JOHN A DOE SSN 987654321  
 15302 Belair Drive  
 Bowie, MD 20715-1247

MOVING EXPENSE PAYMENTS

TYPE OF EXPENSE	AMOUNT PAID		TOTALS
	AMOUNT PAID TO EMPLOYEE	TO THIRD PARTY FOR EMPLOYEE	
TRANSPORTATION OF HOUSEHOLD GOODS AND STORAGE EXPENSES	0	4,320.00	4,320.00
TRAVEL MEALS LODGING ENROUTE TO NEW RESIDENCE	843.10	0	843.10
ADVANCE ROUND TRIP TRAVEL MEALS LODGING IN SEARCH OF NEW RESIDENCE	1,028.50	0	1,028.50
TEMPORARY QUARTERS	4,042.38	0	4,042.38
SALE PURCHASE OR LEASE OF RESIDENCE EXPENSE	8,874.25	0	8,874.25
MISCELLANEOUS EXPENSES	1,000.00	0	1,000.00
WITHHOLDING TAX ALLOWANCE (WTA)	2,556.69	0	2,556.69
RELOCATION INCOME TAX (RIT)	0	0	0
TOTAL MOVING EXPENSE PAYMENT	18,344.92	4,320.00	22,664.92

THIS FORM IS FURNISHED TO YOU BY THE POSTAL SERVICE TO PROVIDE YOU WITH THE INFORMATION YOU NEED TO COMPUTE YOUR MOVING EXPENSE DEDUCTION. THIS FORM SHOWS THE AMOUNT OF ANY REIMBURSEMENT MADE TO YOU OR PAYMENTS MADE TO A THIRD PARTY FOR YOUR BENEFIT. TO CLAIM THE MOVING EXPENSE DEDUCTION, AND FOR DETAILED MOVING EXPENSE INFORMATION REGARDING THE DEDUCTION, OBTAIN IRS FORM 3903 AND PUBLICATION 521. ALSO SEE IRS CODE SECTIONS 82 AND 217.

Exhibit 810, Form 4782, (IRS Facsimile Form) Employee Moving Expense Information

## Chapter 9 Completing Travel/Relocation Vouchers

### 910 What To Remember about Completing Travel/Relocation Vouchers

You must print in ink or type the vouchers that you submit. Submit the original voucher and supporting documents for review and approval. You should keep a copy of the voucher and supporting documents for your files.

### 920 Common Errors

#### 921 What to check before submitting your travel/relocation voucher

Before submitting the voucher, make sure that:

- a. Your social security number is correct.
- b. You have attached your receipts. Attach copies of receipts related to relocation, such as documents pertaining to the sale/purchase of your residence and miscellaneous expense claims.
- c. You have included the correct finance number, account numbers, and subaccount numbers.
- d. You have shown the tip separately for each taxi or limousine fare.
- e. You (the traveler) have signed the form.

#### 922 How to deal with erasures and alterations

The traveler or the appropriate approving official must initial any erasures and alterations in totals on the face and body of vouchers.

### 930 Supporting Documentation for Form 1012

#### 931 Miscellaneous expense-bargaining employees

If you claim more than the flat allowance stated in section 292.2, you must support your claim by (a) completing Form 4871; and (b) submitting paid receipts or other acceptable evidence indicating the expenses paid.

#### 932 Receipts

**932.1 All travel.** The receipts should be attached to sheets of bond paper for ease in handling. You must always have the following receipts:

- a. Passenger ticket coupons for air, rail, or bus.
- b. Receipts for lodging.

**932.2 Temporary quarters.** You must furnish receipts as stated in part 532.

**932.3 Transporting a mobile home.** You must furnish receipts to support each expense claim for this allowance. (See part 440.)

#### 932.4 Miscellaneous Receipts

**932.41 You must always have receipts for the following items:**

- a. Excess baggage. The receipts should indicate the weight of the baggage and points between which the baggage was moved.

- b. Shipments, foreign or express, regardless of amount.
- c. Clerical assistance.
- d. Stenographic and typing services.
- e. Hiring a special vehicle.
- f. Renting typewriters.
- g. Personal services, such as guides, interpreters, and drivers of vehicles.
- h. Telegrams, cablegrams, and radiograms.
- i. Copies of records furnished by Federal or State officials (clerks of courts, etc.).

**932.42 Attaching receipts.** You must attach receipts for allowable cash expenditures (plus any applicable tax) which are more than \$15. This includes expenses for the following:

- a. Fees relating to travel outside CONUS. (See Handbook F-10, Travel, part 640.)
- b. Taxi fare.
- c. Lodging. Lodging receipts must be from a hotel, motel, apartment, or boarding house.
- d. When you are on actual expenses for subsistence, you must obtain receipts for each item.

## 940 Submitting Travel/Relocation Vouchers

### 941 Submitting vouchers for change of station and travel to a new duty station

Relocation expenses may be claimed together. All subsequent vouchers which refer to the same type of expense must reference the original voucher submitted, i.e., if you amend your claim for temporary quarters expenses, refer to the first voucher you submitted.

### 942 Submitting vouchers for the sale or purchase of a residence

Each item of expense you claim must be supported by documents showing the expense was in fact incurred. An example of these documents would be a copy of (a) a purchase agreement; (b) a sales agreement; (c) property settlement documents; (d) loan closing statements; (e) invoices or receipts for bills paid; (f) disclosure statements (required by Regulation Z and the Truth in Lending Act), as specified in part 613.

### 943 Where to submit travel vouchers

Submit voucher(s) to the appropriate approving official for review and approval. The official will submit the voucher(s) to the San Mateo PDC.

### 944 Submitting vouchers for transfers and change of station

If you transfer from another Government agency to the Headquarters of the Postal Service, or between Postal Service installations, you must charge these expenses to the appropriate account for relocation travel and to the department or office that is acquiring you. These vouchers will be processed and paid by the San Mateo PDC. Submit the vouchers as follows:

- a. Relocation Vouchers. Submit to San Mateo PDC, 2700 Campus Drive, San Mateo, CA 94497-9154.
- b. Travel Advances. Submit to San Mateo PDC, 2700 Campus Drive, San Mateo, CA 94497-9154.

**950 Reviewing, Approving, and Certifying Vouchers**

The appropriate approving official will review vouchers for travel and relocation expenses. The signature of the approving official on the front of the voucher will show that he or she approves your relocation expenses as the most advantageous to the Postal Service. Your voucher will be submitted to the San Mateo PDC, which will audit and process vouchers for payment. If items on a voucher are not supported by the required documentation, the San Mateo PDC will not pay these expenses.

## Appendix A Approving Officials

### I. U.S. Postal Service Officers

- A. The Postmaster General
- B. The Deputy Postmaster General
- C. The Associate Postmaster General
- D. The Senior Assistant Postmasters General
- E. The Assistant Postmasters General
- F. The General Counsel
- G. The Deputy General Counsel
- H. The Consumer Advocate
- I. The Chief Postal Inspector
- J. The Judicial Officer
- K. The Executive Assistant to the Postmaster General
- L. The Treasurer
- M. The Regional Postmasters General

### II. Delegated Authority to Approve Travel Vouchers, Travel Advance Requests, and Travel Tickets Purchased via GTS System

The Postmaster General delegates to all PCES executives authority to approve travel vouchers, travel advance requests, and travel tickets purchased via GTS System. A PCES executive is authorized to delegate authority only to someone acting in the executive's place when the executive is absent or to someone acting in a vacant executive position. Further redelegation is not allowed except for the following:

- A. The appropriate Assistant Postmaster General may delegate approval authority to the Manager in charge of the following postal installations:
  - 1. Transportation Management Services Centers
  - 2. Procurement and Materiel Management Service Offices
  - 3. Managers, three Field Centers, Management Academy
  - 4. National Test Administration Center, Alexandria, VA
  - 5. National Address Information Center, Memphis, TN
- B. The Chief Postal Inspector may delegate the authority to purchase travel tickets to Postal Inspectors on official audit and criminal investigations.
- C. All Inspectors in Charge and all Assistant Inspectors in Charge are granted the authority to approve travel vouchers.
- D. Regional Postmasters General may delegate authority to managers reporting directly to Regional Directors.

Copies of any delegations of authority must be sent to the General Manager, Accounts Payable Division, San Mateo PDC, San Mateo, CA 94497-9400.

### III. Restriction

Approving officials may not approve their own travel vouchers. The next senior official with approving authority must approve their vouchers.

## Appendix B Reimbursement Rates

The terms and reimbursement rates stated in this section apply throughout this entire handbook.

### I. Mileage Rates

#### A. Standard mileage rates

Vehicle	Cents per mile
1. Privately owned vehicle	24.0
2. Privately owned motorcycle	20.0
3. Privately owned airplane	45.0

#### B. Relocation-related advance round trip and/or en route to new duty station

The allowable rate is 24 cents per mile.

Odometer readings are not required on the respective claim forms; the integrity of the claim is the responsibility of the traveler. However, should the approving official have reason to question the claim, the claimant must provide evidence that supports the claim of distance traveled.

### II. Per Diem Rates

#### A. What per diem includes

The per diem allowance includes all charges for meals, all fees and tips to waiters, bellboys, and porters, laundry and cleaning expenses, etc.

#### B. If lodging is required

When the traveler is in a travel status and lodging is required, per diem will be allowed at a rate of \$8.50 per 6-hour segment or fraction thereof for travel to locations identified as high cost localities. Travel to all other localities will be paid at a rate of \$6.50 per 6-hour segment or fraction thereof. For segments where travel occurs within both high and average cost localities, the traveler determines the per diem rate for the segment based upon where the majority of time was spent during that segment. Receipts supporting any lodging claim must accompany the related travel voucher(s) and must be from a hotel, motel, apartment, or boarding house. (See part 930.)

#### C. High cost localities

The following key cities and areas are classified as high cost localities (all other cities are classified as average cost localities).

State/City Locality <sup>1</sup>	County and/or other defined location <sup>2,3</sup>
<b>California</b>	
Death Valley .....	Inyo
Los Angeles .....	Los Angeles, Kern, Orange and Ventura Counties, Edwards AFB, Naval Weapons Center & Ordinance Test Station, China Lake
Oakland .....	Alameda, Contra Costa, and Marin
Palm Springs .....	Riverside
Sacramento .....	Sacramento
San Diego .....	San Diego
San Francisco .....	San Francisco
San Jose .....	Santa Clara
San Luis Obispo .....	San Luis Obispo
San Mateo .....	San Mateo
Santa Barbara .....	Santa Barbara
Santa Cruz .....	Santa Cruz
South Lake Tahoe .....	El Dorado
Tahoe City .....	Placer
Yosemite National Park .....	Mariposa
<b>Colorado</b>	
Aspen .....	Pitkin
Boulder .....	Boulder
Denver .....	Denver, Adams, Arapahoe, and Jefferson
Keystone/Silverstone .....	Summit
Vail .....	Eagle
<b>Connecticut</b>	
Hartford .....	Hartford and Middlesex
Salisbury .....	Litchfield
<b>District of Columbia</b>	
Washington, D.C. ....	Cities of Alexandria, Falls Church and Fairfax; Counties of Arlington, Loudoun and Fairfax in Virginia; and Counties of Montgomery and Prince Georges in Maryland.
<b>Florida</b>	
Key West .....	Monroe
Miami .....	Dade
West Palm Beach .....	Palm Beach
<b>Georgia</b>	
Atlanta .....	Clayton, De Kalb, Fulton, and Cobb
<b>Illinois</b>	
Chicago .....	Dupage, Cook, and Lake
<b>Louisiana</b>	
New Orleans .....	Parishes of Jefferson, Orleans, Plaquemines, and St. Bernard
<b>Maryland</b>	
Annapolis .....	Ann Arundel
Baltimore .....	Baltimore and Harford
Columbia .....	Howard
Ocean City .....	Worcester

State/City Locality <sup>1</sup>	County and/or other defined location <sup>2,3</sup>
<b>Massachusetts</b>	
Andover.....	Essex
Boston.....	Suffolk
Lowell.....	Middlesex
Martha's Vineyard/Nantucket .	Dukes and Nantucket
Quincy.....	Norfolk
<b>Michigan</b>	
Detroit.....	Wayne
<b>Nevada</b>	
Las Vegas.....	Clark County, Nellis AFB
<b>New Jersey</b>	
Atlantic City.....	Atlantic
Eatontown.....	Monmouth County, Fort Monmouth
Edison.....	Middlesex
Newark.....	Bergen, Essex, Hudson, Passaic, and Union
Ocean City/Cape May.....	Cape May
Princeton/Trenton.....	Mercer
<b>New Mexico</b>	
Cloudcroft.....	Otero
Santa Fe.....	Santa Fe
<b>New York</b>	
Monticello.....	Sullivan
New York City.....	The boroughs of Bronx, Brooklyn, Manhattan, Queens, and Staten Island; counties of Nassau and Suffolk
Saratoga Springs.....	Saratoga
While Plains.....	Westchester
<b>Ohio</b>	
Cleveland.....	Cuyahoga
<b>Pennsylvania</b>	
Radnor/Chester.....	Delaware
King of Prussia/Ft. Washington	Ft. Washington, Montgomery Co., except Bala Cynwyd in Montgomery Co.
Philadelphia.....	Philadelphia County, City of Bala Cynwyd in Montgomery County
Valley Forge.....	Chester
<b>Rhode Island</b>	
Newport.....	Newport
<b>South Carolina</b>	
Hilton Head.....	Beaufort
<b>Texas</b>	
Dallas Fort Worth.....	Dallas and Tarrant
Houston.....	Harris County, L.B. Johnson Space Center, and Ellington AFB
<b>Virginia</b>	
Williamsburg.....	
<b>Washington</b>	
Seattle.....	King

**Notes:**

<sup>1</sup> A city locality is defined as all locations within, or entirely surrounded by the corporate limits of the key city, including

independent entities located within those boundaries.

- <sup>2</sup> A county is defined as all locations within, or entirely surrounded by the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the city and the listed counties.
- <sup>3</sup> Military installations or Government-related facilities (whether or not specifically named) that are located partially within the city or county boundary shall include all locations that are geographically part of the military installations or Government-related facility, even though part(s) of such activities may be located outside the defined per diem locality.

### III. Lodging Rates

#### A. General policies regarding lodging

For travel in the contiguous United States, the Postal Service will allow actual expenses for lodging when employees are placed in a travel status for relocation.

1. Employees should not seek exemptions from sales taxes on lodging by using exemption certificates, since the employee, and not the Postal Service, is responsible for paying for the costs incurred. Employees will be reimbursed for taxes they pay.
2. Lodging arrangements must be carefully controlled. A diligent effort must be made to obtain lodging at a reasonable cost in all areas. However, if reasonable attempts are made to obtain less costly lodging, but the attempts are unsuccessful, the Postal Service will pay for actual expenses incurred.
3. The policy for actual lodging expenses is not approval to randomly select lodging facilities without regard to cost. Control over lodging expenses is an integral part of the approving official's management duties. The Postal Service will not tolerate an employee's capricious or nondiscretionary use of lodging facilities that charge exorbitant fees. In these situations, the approving official will disallow the amounts claimed in excess of the reasonable cost for the location.
4. Approving officials should be careful about what they approve and must be familiar with the traveler's efforts to secure less costly housing. Distances from lodging facilities to the work assignment and related transportation costs must be analyzed by the approving official when considering rates.

#### B. If lodging is denied

If a traveler is denied lodging when confirmed reservations were made, he or she should demand a penalty payment or complimentary lodging elsewhere. Any payments the traveler receives should be made payable to the Disbursing Officer, USPS, and forwarded to the San Mateo PDC with the travel voucher. If complimentary or partial complimentary lodgings are provided, the traveler should claim reimbursement only for any actual charges.

**Appendix C**  
**Expense Accounts Used in**  
**Connection with Relocation/Travel**

51239	Personnel Benefits - Miscellaneous Expense Allowance
51241	Personnel Benefits - Advance Round Trip
51242	Personnel Benefits - En Route Travel
51243	Personnel Benefits - Temporary Quarters
51244	Personnel Benefits - Transportation of Household Effects
51247	Grossing Up/RIT
51248	Personnel Benefits - Residence Purchase and/or Sale/Lease

## Appendix D Instructions for Completion of Forms

This appendix contains the instructions for completion of the following travel and relocation forms.

Form 1012	Travel Voucher
Form 4872	Claim for Subsistence Expenses - Temporary Quarters
Form 178	Specific Travel Order - Relocation & Relocation Agreement
Form 4871	Miscellaneous Expense Allowance Claim
Form 4877	Reimbursement of Real Estate Expenses - Change of Official Station
Form 4879	Certification Statement - Claim for Relocation Income Tax Allowance
Form 1011	Travel Advance Request and Itinerary Schedule
Form 8059	Request for Relocation Management Firm (RMF) Service

### Form 1012, Travel Voucher

This section shows you how to fill out the front of Form 1012. The steps are keyed to the sections in Exhibit 335.4. You should type or print the following information:

- a. *Payee's Name:* Your full name.
- b. *Social Security No.:* Your social security number.
- c. *Mailing Address:* Your correct mailing address. This should be the place where you want to receive your check. It can be your home, office, or other delivery point.
- d. *For Travel and other Expenses (From and To):* The date you began your travel (From) and the date you ended your travel (To).
- e. *Applicable Specific Travel Order - Relocation:* Used when travel relates to relocation. Obtain this number from Form 178, *Specific Travel Order - Relocation & Relocation Agreement*.
- f. *Type of Relocation:* The phase(s) of relocation in which you are claiming reimbursement. The phases of relocation to be entered in this block are advance round trip(s), en route, and transportation of mobile homes.
- g. *Travel Advance:* If you received a travel advance from the San Mateo Postal Data Center or Post Office Accounting Division, enter: (1) the outstanding amount of the advance, (2) the amount you will apply to expenses on this voucher, (3) the remaining balance (if any). Do not include emergency advances from local post office funds.
- h. *Transportation:* Transportation tickets may be paid any of the following ways:
  - (1) *GSA issued credit card (Diners Club Credit Card).* Individual credit card issued to designated employees in their name. Charges are billed directly to the employee for payment.
  - (2) *Government Transportation System (GTS).* A centrally billed Postal Service account for common carrier charges only.
  - (3) *Other.* Transportation tickets purchased by means other than above. Examples include cash or check.
- i. *Amount Claimed:* The total amount claimed from the back of the form or from the continuation sheet.
- j. *Signature of Payee:* Sign the form here. The name here must be the same as the name shown at the top of the voucher in Payee's Name.
- k. *Date:* The date you submit the voucher for payment.
- l. *Title of Payee:* Your official job title.
- m. *Authorized Approving Official's Signature:* The approving official will sign here.
- n. *Title:* The approving official's title.
- o. *Date:* The date the approving official signs the voucher.
- p. *Finance Number:* The finance number of the office charged for the expense.
- q. *Future Use:* Do not enter data in this column.
- r. *Sub-Location:* The sub-location code of the office charged for the expense.
- s. *Account:* (See Appendix C for travel account numbers).
- t. *Amount:* The amount to be charged to the finance number. The amount(s) entered must equal the amount claimed.

**Note:** If you are traveling to the Management Academy, Potomac, MD, or the Technical Center, Norman, OK, you must have the registrar certify the type of accommodations you used. Inspection Service will follow instructions issued by the Chief Postal Inspector.



Travel Voucher

Payee's Name (First, M.I., Last) <b>(a)</b>	Social Security Number <b>(b)</b>
Mailing Address <b>(c)</b>	

For Travel and Other Expenses From (Date) <b>(d)</b>	To (Date) <b>(d)</b>	Applicable Specific Travel Order - Relocation <b>(e)</b>	Type of Relocation <b>(f)</b>
Travel Advance			
Outstanding \$ <b>(g)</b>	Amount to be applied \$ <b>(g)</b>	Balance to remain outstanding \$ <b>(g)</b>	

Check One:

Transportation (Air or Rail) paid by: **(h)**

Personal Credit Card

GTS (Credit Card - Government Transportation System)

Other, Specify: \_\_\_\_\_

<p><small>*FRAUDULENT CLAIM - Falsification of an item in an expense account works a forfeiture of the claim; 28 U.S.C. 2514 and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both; 18 U.S.C. 267; 46 1801.</small></p> <p>Signature of Payee <b>(j)</b></p> <p>Date <b>(k)</b></p> <p>Title of Payee <b>(l)</b></p> <p>Authorized Approving Official's Signature <b>(m)</b></p> <p>Title <b>(n)</b></p> <p>Date <b>(o)</b></p>	<p>AMOUNT CLAIMED</p> <p>Differences:</p> <p>Total verified correct for charge to expense</p> <p>Applied to outstanding travel advance</p> <p>NET TO TRAVELER</p>	<p>Dollars <b>(L)</b></p>	<p>Cents</p>
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Finance Number	Future Use	Sub-Location	Account	Amount
<b>(p)</b>	<b>(q)</b>	<b>(r)</b>	<b>(s)</b>	<b>(t)</b>

The collection of this information is authorized by 38 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OIG for review of private relief legislation; to a labor organization as required by NLRBA where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary; however, if this information is not provided, you may not be reimbursed for your travel and relocation expenses.

PS Form 1012, October 1990

Appendix D, Form 1012 (Front), Travel Voucher

### Form 1012, Travel Voucher

This section shows you how to fill out the back of Form 1012. (See Exhibit 335.4.)

- a. *Date 19*: The calendar year the expense occurred.
- b. *Rate*: The mileage rate applicable for use of a privately owned vehicle (POV) while on official travel.
- c. *Date*: The month and date expenses were incurred.
- d. *Itinerary/Explanation of Expenses Claimed*: Write all the details of each item for expenses claimed. These include:
  - (1) The mode of transportation you used (for example, air, train, POV).
  - (2) Charges for taxi or limousine services between your home or place of business and your duty station. Also show charges from your hotel or place of business to your duty station. Show tips separately.
  - (3) Any deviations from normally traveled routes.
  - (4) Explain delays in trips for reasons beyond your control or personal convenience.
  - (5) If a POV was used, you must indicate the points visited.
  - (6) Tolls charges for turnpikes, tunnels, ferries, bridges, and parking fees.
  - (7) Charges for local transportation expenses required to perform official duties outside your official station.
  - (8) Dates and points of travel, and kind of conveyance when you have used a special conveyance.
  - (9) Expenses you incurred for the official use of telephone or telegraph services or expenses for any unusual charges such as renting a room for a conference, renting equipment, etc.
  - (10) Any cost comparisons.
- e. *No. of Miles*: The number of official business miles driven using a POV.
- f. *Amount*: The amount of reimbursement allowed for official business miles driven (number of business miles multiplied by the mileage rate).
- g. *No. of Per Diem periods High*: The high cost per diem periods applicable for each day of your travel.
- h. *No. of Per Diem periods Average*: The average cost diem periods applicable for each day of your travel.
- i. *Amount*: The dollar amount of high cost per diem claimed.
- j. *Amount*: The dollar amount of average cost per diem claimed.
- k. *Less meals Furnished Amount*: Reduce the per diem amount claimed by the high cost fixed rates located in Appendix B, II. B. for meals provided at no charge to you by government agencies, private companies, etc. in connection with official travel.
- l. *Less meals Furnished Amount*: Reduce the per diem amount claimed by the average cost fixed rates located in Appendix B, II. B. for meals provided at no charge to you by government agencies, private companies, etc. in connection with official travel.
- m. *Lodging No. of Days*: The number of days in lodging while on official travel. The number of days must correspond to the cost indicated in item (n).
- n. *Lodging Amount*: The cost of lodging while on official travel. The costs may be divided over the number of days you are on travel or the total cost may be indicated in the column representing the day you paid the expense.

- o. Car Rental No. of Days:* The number of days in for car rental while on official travel. The number of days must correspond to the cost indicated in item (p).
- p. Car Rental Amount:* The cost of car rental while on official travel. The costs may be divided over the number of days you are on travel or the total cost may be indicated in the column representing the day you paid the expense.
- q. Transp. Air, Bus, Train fare Amount:* The fare associated with transportation to and from origin and destination points of the official travel.
- r. Other Amount:* Document and claim allowable expenses incurred related to official travel for all other items in which a column is not provided.
- s. Grand Total Amount to Face of Voucher:* The sum of Mileage Amount, Per diem Amount(s), Less Meals Furnished Amount(s), Lodging Amount, Car Rental Amount, Transportation Amount, and Other Amount.
- t. Subtotals Incl. Counts:* The total is to be entered for each column.



### Form 4872, Claim for Subsistence Expenses - Temporary Quarters

This section shows you how to fill out the front of Form 4872. The steps are keyed to the sections in Exhibits 533.4 and 534.2. You should type or print the following information:

- a. *Printed Name of Employee:* Your full name.
- b. *Specific Travel Order Number:* This number is available from Form 178, *Specific Travel Order - Relocation & Relocation Agreement*.
- c. *Social Security No.:* Your social security number.
- d. *Address of Official Duty Station:* The address of your new official duty station.
- e. *Period Claimed for Temporary Quarters:* Enter your temporary quarters beginning and ending dates.
- f. *Date From To:* The dates you are claiming temporary quarters expense on the voucher.
- g. *No. of Dependents:* The number of dependents, excluding your spouse, occupying temporary quarters.
- h. *No. of Days:* The number of days of temporary quarters claimed on the voucher.
- i. *Daily Rate \$:* See part 530 to determine the applicable rate.
- j. *Total Maximum Expenses Allowed for (First, Second, Third) 10 Days:* The maximum reimbursable temporary quarters expense for the applicable 10-day segment claimed. There is a different daily rate for each 10-day segment of temporary quarters.
- k. *Total Maximum Expenses for the Three 10-Day Periods:* The total expenses claimed for temporary quarters, excluding personal phone calls home, cannot exceed this amount.
- l. *Total Maximum Expenses Allowed:* The total expenses claimed for temporary quarters, excluding personal phone calls home, cannot exceed this amount.
- m. *PCES Enter Actual Expenses:* The total expenses claimed for temporary quarters, excluding personal phone calls home.
- n. *Claiming Lesser of Actual or Maximum Expenses:* The lesser of total actual expenses documented on the back of this form or the computed maximum amount, excluding personal phone calls home.
- o. *Personal Calls Home:* The total allowable cost of personal phone calls home.
- p. *Total Claimed:* The sum of temporary quarters claimed and personal calls home.
- q. *Applied to Outstanding Advance:* The amount of the total claimed to be applied to an outstanding advance.
- r. *Signature of Employee:* Sign the form here. The name here must be the same as the name shown at the top of the voucher in Printed Name of Employee.
- s. *Date:* The date you submit your voucher for payment.
- t. *Authorized Approving Official's Signature:* The approving official will sign here.
- u. *Date:* The date the approving official signs the voucher.
- v. *Title of Payee:* Your official job title.
- w. *Title:* The approving official's title.



**Claim for Subsistence Expenses –  
Temporary Quarters**

Printed Name of Employee (First, M.I., Last) (a)		
Specific Travel Order Number (b)	Social Security No. (c)	Address of Official Duty Station (d)
Period Claimed for Temporary Quarters (e)	Date From (f) To	

**Computation of the maximum TQ allowance for the period claimed**

**BARGAINING**

First 10 day period:

Employee: No. of days (h) x daily rate \$ (i) = \$ \_\_\_\_\_

Spouse: No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Dependents: No. of dependents (g) x No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total maximum expenses allowed for First 10 days ..... \$ (j)

Second 10 day period:

Employee: No. of days (h) x daily rate \$ (i) = \$ \_\_\_\_\_

Spouse: No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Dependents: No. of dependents (g) x No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total maximum expenses allowed for Second 10 days ..... \$ (j)

Third 10 day period:

Employee: No. of days (h) x daily rate \$ (i) = \$ \_\_\_\_\_

Spouse: No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Dependents: No. of dependents (g) x No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total maximum expenses allowed for Third 10 days ..... \$ (j)

Total for the three 10 day periods ..... \$ (k)

**NON BARGAINING**

Employee: No. of days (h) x daily rate \$ (i) = \$ \_\_\_\_\_

Spouse: No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Dependents: No. of dependents (g) x No. of days \_\_\_\_\_ x daily rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total maximum expenses allowed ..... \$ (i)

**PCES**

PCES enter actual expenses ..... \$ (m)

Claiming lesser of actual or maximum expenses: ..... \$ (n)

Personal Calls Home: ..... (o)

Total Claimed: ..... (p)

Differences (SMPDC use): .....

Total verified correct (SMPDC use): .....

Applied to outstanding advance: ..... (q)

Net to employee (SMPDC use): .....

Signature of Employee (r)	Date (s)	Authorized Approving Official's Signature (t)	Date (u)
Title of Payee (v)	Title (w)		

The collection of this information is authorized by 38 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRA; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary, however, if the information is not provided, you may not be reimbursed for your travel and relocation expenses.

PS Form 4872, October 1990

**Appendix D, Form 4872 (Front), Claim for Subsistence Expenses-Temporary Quarters**

**Form 4872, Claim for Subsistence Expenses - Temporary Quarters**

This section shows you how to fill out the back of Form 4872. (See Exhibits 533.4 and 534.2.) You should type or print the following information:

- a. Date:* The date the expense you are claiming was incurred.
- b. Lodging:* The amount paid for your temporary lodging. Spread the amount of your lodging equally by the number of days the costs cover. Example: You pay \$900 for 30 days of lodging. The daily cost is \$30 a day.
- c. Meals:* The amount paid for meals for you and other family members in temporary quarters.
- d. Clothing, Laundry & Cleaning:* The amount paid for washing and cleaning clothing.
- e. Total:* Total of the amounts claimed for meals, lodging, clothing, laundry, and cleaning.
- f. Personal Phone Calls Home:* The allowable amount claimed for phone calls home when not accompanied by your immediate family.
- g. Subtotal 1st 10 days - 2nd 10 days - 3rd 10 days:* Used by bargaining unit employees to total each 10-day period.
- h. Subtotal:* Used for totaling the applicable column.
- i. Actual Days in Temporary Quarters:* Enter the total number of days you have claimed for temporary quarters.
- j. Grand Total:* Enter the total of each category of expense claimed.

Actual daily subsistence expenses were incurred as follows. Required receipts for lodging, etc. are attached.

Day No.	Date	Lodging	Meals	Clothing, Laundry & Cleaning	Total	Personal Phone Calls Home	Day No.	Date	Lodging	Meals	Clothing, Laundry & Cleaning	Total	Personal Phone Calls Home
1	(a)	(b)	(c)	(d)	(e)	(f)	27						
2							28						
3							29						
4							30						
5							31						
6							32						
7							33						
8							34						
9							35						
10							36						
*Subtotal 1st 10 days ← (g)							37						
11							38						
12							39						
13							40						
14							41						
15							42						
16							43						
17							44						
18							45						
19							46						
20							47						
*Subtotal 2nd 10 days ← (g)							48						
21							49						
22							50						
23							51						
24							52						
25							53						
26							54						
27							55						
28							56						
29							57						
30							58						
*Subtotal 3rd 10 days ← (g)							59						
31							60						
32							61						
33							62						
34							63						
35							64						
36							65						
37							66						
38							67						
39							68						
40							69						
41							70						
42							71						
43							72						
44							73						
45							74						
46							75						
(h) Subtotal							(h) Subtotal						
Actual Days in Temporary Quarters: (i)							(j) GRAND TOTAL						

\*Beginning Line employees only  
PS Form 4872, October 1990 (Reverse)

Appendix D, Form 4872 (Back), Claim for Subsistence Expenses-Temporary Quarters

### Form 178, Specific Travel Order - Relocation & Relocation Agreement

This section shows you how to fill out Form 178. The steps are keyed to the sections in Exhibit 244. You should type or print the following information:

- a. *Order Number:* Specific Order Number - In the first six spaces, enter the gaining office finance number, then the last digit of the year of the employee's official reporting date. In the last three spaces, enter the sequential number related to the number of employees relocated and eligible for relocation benefits by the gaining office.
- b. *Employee Name:* Enter employee's first name, middle initial, and last name.
- c. *Social Security Number:* Enter employee's social security number.
- d. *Issuing Office:* Enter the issuing office's name and location.
- e. *Employee Category:* Check the employee category at the new duty station.
- f. *Signature of Employee:* Employee signature indicating they have read and understood the relocation agreement.
- g. *Date Completed:* Date employee signs relocation agreement section.
- h. *Official Duty Station (Name and Address)-New:* Enter name and address of the new duty station.
- i. *Official Duty Station (Name and Address)-Old:* Enter name and address of the old duty station.
- j. *Finance Number:* Enter the finance number absorbing employee's relocation costs.
- k. *Sub Location Code:* Enter the sub location code applicable to the employee's new duty station.
- l. *Sub Account Number:* Enter the sub account number applicable to the employee's new position.
- m. *Reporting Date:* Enter date the employee reports for work at the new duty station.
- n. *Transfer Authorization:* Check appropriate transfer authorization.
- o. *Family Members:* Document the names of the employee's immediate family (dependents) relocating with the employee, their relationship to the employee, and age.
- p. *Postal Service will reimburse allowable expenses associated with the following:* The approving official checks the benefits allowed for the transferee.
- q. *Signature of Authorized Official:* Signature of authorized official.
- r. *Title:* Enter title of authorized official.
- s. *Date:* The date the authorized official signs the form. Forward the original of the travel order, signed by the proper official, to the San Mateo Postal Data Center. The green copy should be held by the issuing office. The yellow copy is given to the employee.



**Specific Travel Order – Relocation & Relocation Agreement**

Order No. (a) _____ <input type="checkbox"/> Amended	Payee Name (First, M.I., Last) (b) _____	SSN (c) _____
Issuing Office (Name and location) (d) _____		Employee Category: (e) <input type="checkbox"/> PCES <input type="checkbox"/> Non bargaining <input type="checkbox"/> Bargaining

**RELOCATION AGREEMENT**

Present employees of the Postal Service, and new appointees are required to execute this service agreement before they may be paid for travel, transportation, moving, storage expenses and other allowances authorized by U.S. Postal Service regulations for permanent change of duty station in the interest of the Postal Service.

1. In consideration of my receiving the benefits provided by Handbook F-12, *Relocation Policy* and/or F-11, *PCES Relocation, (as applicable)*, I hereby agree to report to my newly assigned duty station and to remain in the U.S. Postal Service and at my newly assigned duty station for a period of twelve (12) months following the effective date of my transfer. I understand the effective date of my transfer to be the date I report for duty at my new official station.
2. I understand and agree that if I violate this agreement, all money paid to me and to third parties by the United States Postal Service as benefits in connection with my transfer shall be recoverable from me as a debt due the United States Postal Service.
3. I further understand that the provisions of paragraph 1 and 2 of this agreement will not apply if I am separated for reasons beyond my control and acceptable to the U.S. Postal Service or if I am transferred to a new duty station for the benefit of the Postal Service, as determined by an Officer.
4. I have been advised of relocation benefits and have read the appropriate sections of Handbook F-12, *Relocation Policy* and/or F-11, *PCES Relocation, (as applicable)*, relating to relocation benefits.

Signature of Employee (Retired PCES and PCES Surviving Spouse do not sign) (f) _____	Date Completed (g) _____
--	--------------------------

**OFFICIAL DUTY STATION (Name and Address)**

<p>New (h) _____</p>	<p>Old (i) _____</p>															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:15%;">Finance Number (j)</th> <th style="width:15%;">Sub Location Code (k)</th> <th style="width:15%;">Sub Account Number (l)</th> <th style="width:15%;">Reporting Date (m)</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Finance Number (j)	Sub Location Code (k)	Sub Account Number (l)	Reporting Date (m)					<p>Postal Service will reimburse allowable expenses associated with the following: (p)</p> <p><input type="checkbox"/> Advance Round Trip:              <input type="checkbox"/> Employee <input type="checkbox"/> Spouse Mode of Travel _____</p> <p><input type="checkbox"/> Spouse Job Search (PCES Only)</p> <p><input type="checkbox"/> En route: Mode of Travel _____</p> <p><input type="checkbox"/> Temporary Quarters: No. of days _____</p> <p><input type="checkbox"/> Shipment of household goods</p> <p><input type="checkbox"/> Residence Transactions</p> <p><input type="checkbox"/> Second automobile</p> <p><input type="checkbox"/> Transfer of mobile home</p>							
Finance Number (j)	Sub Location Code (k)	Sub Account Number (l)	Reporting Date (m)													
<p>Transfer Authorization (n)</p> <p><input type="checkbox"/> Change in station                      <input type="checkbox"/> *Retired PCES</p> <p><input type="checkbox"/> New Appointee                            <input type="checkbox"/> *PCES Surviving Spouse</p> <p align="center">*Do not sign Relocation Agreement</p>	<p align="center"><b>Administrative Approval</b></p> <p>Signature of Authorized Official (q) _____</p> <p>Title (r) _____ Date (s) _____</p>															
<p>Family Members (o)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Name</th> <th style="width:30%;">Relation</th> <th style="width:40%;">Age</th> </tr> </thead> <tbody> <tr> <td> </td> <td>Spouse</td> <td>//////</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Relation	Age		Spouse	//////										
Name	Relation	Age														
	Spouse	//////														

The collection of this information is authorized by 39 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRRA where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary, however, if this information is not provided, you may not be reimbursed for your travel and relocation expenses.

PS Form 178, October 1990

**Appendix D, Form 178, Specific Travel Order-Relocation & Relocation Agreement**

### Form 4871, Relocation - Miscellaneous Expense Allowance Claim

This section shows you how to fill out Form 4871. The steps are keyed to the sections in Exhibits 291 and 292.4. You should type or print the following information:

- a. Name of Payee (First, M.I., Last):* Your name.
- b. Social Security No.:* Your social security number.
- c. Specific Travel Order Number:* This number is available from your Form 178, *Specific Travel Order - Relocation & Relocation Agreement*.
- d. Address of Official Duty Station:* The address of your new official duty station.
- e. I claim standard allowance of \$ \_\_\_\_:* The flat allowance claimed. See part 290 for amounts allowed.
- f. I am applying \$ \_\_\_\_:* Amount of the expense allowance to be applied to an outstanding advance.  
  
Items (g) through (l) apply to bargaining unit employees only.
- g. Date:* The date the expense was incurred.
- h. Nature of Expense:* The description of the expense. See part 292 for the types of reimbursable costs.
- i. Amount:* The amount of to be reimbursed.
- j. Subtotal:* The total of the itemized costs.
- k. Amount Applied to Outstanding Advance:* Amount of the expense allowance to be applied to an outstanding advance.
- l. Total:* Amount reimbursed to the transferee.
- m. Signature of Payee:* Sign the form here. The name here must be the same as the name shown at the top of the voucher.
- n. Date:* The date you submit your voucher for payment.
- o. Authorized Approving Official's Signature:* The approving official will sign here.
- p. Date:* The date the approving official signs the voucher.
- q. Title of Payee:* Your official job title.
- r. Title:* The approving official's title.



## Form 4877, Reimbursement of Real Estate Expenses - Change of Official Station

This section shows you how to fill out the front of Form 4877. The steps are keyed to the sections in Exhibit 631.1. You should type or print the following information:

- a. *Name of Payee (First, M.I., Last):* Your name.
- b. *Check Applicable Box...:* If a previous claim related to the sale or purchase of residence under the same specific travel order number, check yes. If a previous claim related to the sale/purchase of your residence was not submitted, check no.
- c. *Official Duty Station Address:* The address of your new official duty station.
- d. *Old Official Station:* The location of your previous official duty station (city, state, zip + 4).
- e. *Social Security No.:* Your social security number.
- f. *Specific Travel Order Number:* This number is available from Form 178, *Specific Travel Order - Relocation & Relocation Agreement*.
- g. *Old Official Station:* The data applicable to the residence in which you moved from and are claiming expenses.
- h. *New Official Station:* The data applicable to the residence in which you moved to and are claiming expenses.
- i. *Complete Address of Residence:* The address of your previous/current residence in which expenses are being claimed.
- j. *No. of Dwelling Units on Property:* The number of living units on the property being sold/purchased.
- k. *Sale and/or Purchase Price:* The contract sale/purchase price of the residence.
- l. *Date of Closing or Settlement:* The date the transaction occurred.
- m. *Amt. of Expense Claimed:* The total allowable expenses claimed resulting from the sale/purchase of your residence.
- n. *Adjustments to Amount Claimed:* San Mateo Postal Data Center use only.
- o. *Amount Applied to Outstanding Advance:* The amount of the claim to be applied to your outstanding advance.
- p. *Net to Transferee:* The amount to be reimbursed to the employee.
- q. *Signature of Employee:* Sign the form here. The name here must be the same as the name shown at the top of the voucher.
- r. *Date:* The date you submit your voucher for payment.
- s. *Title of Approving Official (at former duty station):* The title of the approving official at the former duty station authorizing the claim. Required for property transactions (sale) at the former duty station.
- t. *Date:* The date the approving official at the former duty station signs the voucher.
- u. *Title of Approving Official (at the new duty station):* The title of the approving official at the new duty station authorizing the claim. Required for property transactions (purchase) at the new duty station.
- v. *Date:* The date the approving official signs the voucher.
- w. *Signature of Approving Official (at former duty station):* The approving official will sign here.
- x. *Signature of Approving Official (at new duty station):* The approving official will sign here.
- y. *Funding Finance Number Approving Official's Signature and Date:* The employee's immediate PCES manager will sign and date here.



**Reimbursement of Real Estate Expenses -  
Change of Official Station**

**INSTRUCTIONS**

(See Handbook F-12, Relocation Policy and F-11, PCES Relocation Policy)

1. Complete Parts I, II, and III of face and enter all applicable amounts and totals on reverse.
2. Attach one complete set of documents required to support claim.
  - a. Copy of sales agreement between buyer and seller.
  - b. Copy of settlement sheet.
  - c. Copy of receipt for any item claimed that is not on settlement sheet (credit report, appraisal, etc.)
  - d. Copy of disclosure statement that is required by Regulation Z and the Truth in Lending Act (purchase transactions only).
3. Be sure you have signed the Employee Certification(s) below.
4. Submit this form with supporting documentation to the General Manager, National Accounting Division, Dept. of the Controller (Headquarters); or Field Division Controller (Field Division), Regional Manager, Accounting & Systems Compliance (Region), or Regional Chief Inspector or Inspector in Charge (Inspection Service), as appropriate. When Form 4877 is signed by the appropriate approving official(s), submit to the San Mateo PDC for payment.

I. EMPLOYEE — CLAIMANT	
Name (First, M.I., Last) (a)	Check Applicable Box if Earlier Claim for Real Estate Expenses Submitted for this Transaction <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Official Duty Station address (c)	

II. TRANSFER DATA		
Old Official Station (d)	Social Security No. (e)	Specific Travel Order Number (f)

III. RESIDENCE PROPERTY DATA		
	Old Official Station (g)	New Official Station (h)
Complete Address of Residence (Include Apt./Suite No. & ZIP-4) (i)		
No. of Dwelling Units on Property (j)		
Sale and/or Purchase Price (k)		
Date of Closing or Settlement (l)		
Am't. of Expense Being Claimed (m)		
Adjustments to Amount Claimed (n)		
Amount applied to outstanding advance (o)		
Net to Transferee (p)		

**Employee Certification**

I hereby certify that the amount claimed in connection with the above transaction represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer, or is my new residence.

Signature of Employee (q)	Date (r)
------------------------------	-------------

**IV. APPROVALS**

**A. Sales Expenses**—The expenses of the sale applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a seller in the locality where the property is located.  
 As Claimed  As Increased  As Reduced, Per Attached Memo

**B. Purchase Expenses**—The expenses of the purchase applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a buyer in the locality where the property is located.  
 As Claimed  As Increased  As Reduced, Per Attached Memo

Title of Approving Official (at former duty station) (s)	Date (t)	Title of Approving Official (at new duty station) (u)	Date (v)
Signature of Approving Official (at former duty station) (w)		Signature of Approving Official (at new duty station) (x)	

Funding Finance Number Approving Official's Signature and Date  
(y)

**Fraudulent Claim**—Fabrication of an item in an expense account works a forfeiture of the claim (28 USC 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 USC 287, d. 1001).

The collection of the information is authorized by 39 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRBA, where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to disseminate information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary, however, if this information is not provided, you may not be reimbursed for your travel and relocation expenses.

**Appendix D, Form 4877 (Front), Reimbursement of Real Estate Expenses-Change of Official Station**

**Form 4879, Certification Statement - Claim for Relocation Income Tax Allowance**

This section shows you how to fill out Form 4879. The steps are keyed to the sections in Form 4879. You should type or print the following information:

- a. *19* : The tax year in which relocation benefits were included as income to you.
- b. *Earned Income (Yours)*: Your gross income reported on Form W-2.
- c. *Earned Income (Spouse's)*: Your spouse's gross income reported on Form W-2.
- d. *Earned Income (Total)*: You and your spouse's combined gross income reported on Form W-2.
- e. *Filing Status...*: Check the same filing status you used on your Federal income tax return.
- f. *Local Tax...*: Enter the tax rates levied on your reported income by your city and/or county, if applicable.
- g. *Basis of Tax*: The rate in which your local tax is assessed.
- h. *Transferee's Printed or Typed Name (First, M.I., Last)*: Your name.
- i. *Social Security No.*: Your social security number.
- j. *Transferee's Signature*: Sign the form here.
- k. *Date*: The date you submit the certification to the San Mateo Postal Data Center.



## Form 1011, Travel Advance Request and Itinerary Schedule

This section shows you how to complete Form 1011. The steps are keyed to the sections in Exhibit 223. You should type or print the following information:

- a. *Regular*: To be checked for regular travel and travel for training.
- b. *Relocation (Type: )*: To be checked for advances associated with relocation. Enter the type (phase) of relocation in which you are applying for an advance of funds.
- c. *Travel Order Number*: Enter the travel order number from your Form 178, *Specific Travel Order - Relocation & Relocation Agreement*.
- d. *Name of Traveler*: Your name.
- e. *Social Security No.*: Your social security number.
- f. *Travel Dates (From)*: The date travel starts.
- g. *Travel Dates (To)*: The date travel ends.
- h. *Finance Number*: The finance number to which the travel expenses will be charged.
- i. *Official Duty Station Address*: Your current official duty station.
- j. *Mode of Transportation*: The type of transportation to be used.
- k. *Origin Date & Time*: The location in which your travel starts, date and time of departure.
- l. *Destination Date & Time*: The location in which your travel ends, date and time of arrival.
- m. *Estimated Cost*: The estimated cost of the expense category.
- n. *Establishment Name and Address*: Where you stay while on travel.
- o. *Telephone Number*: The phone number where you are staying while on travel.
- p. *List other legs of your trip and any other lodging*: List other transportation and lodging establishments, if necessary.
- q. *Car Rental*: The car rental company used, the rate charged, and the number of days of service.
- r. *Miscellaneous Other Expenses*: Document other known reimbursable expenses.
- s. *Per diem*: Calculate the estimated high/average per diem for travel.
- t. *Subtotal*: The total estimated cost for the travel period.
- u. *Deduct Amount Charged to Personal Credit Cards(s)*: Deduct expenses to be charged by credit card, GTS, or another party.
- v. *Net Advance Requested*: The amount of advance requested (subtotal minus deductions).
- w. *Signature of Traveler*: Sign the form here.
- x. *Date*: The date you submit the form for approval.
- y. *Signature and Title of Approving Official*: The approving official will sign and include title here.
- z. *Date*: The date the approving official signs the form.
- aa. *Amount Received (Signature & Date)*: To be signed and dated when cash is received.



**Travel Advance Request and Itinerary Schedule**

Regular <sup>(a)</sup>  Relocation (Type: (b))

Name of Traveler (First, M.I., Last)		Travel Order No.:
<u>(d)</u>		<u>(c)</u>
Travel Dates		Social Security Number
From: <u>(f)</u>	To: <u>(g)</u>	<u>(e)</u>
Official Duty Station Address		Finance Number
<u>(i)</u>		<u>(h)</u>

TRANSPORTATION						Estimated Cost <sup>(m)</sup>
1. Mode of Transportation and Company	Origin	Date & Time	Destination	Date & Time		
<u>(j)</u>	<u>(k)</u>		<u>(l)</u>		\$	
<u>(j)</u>	<u>(k)</u>		<u>(l)</u>			

**LODGING**

1. Establishment Name and Address	Telephone Number
<u>(n)</u>	<u>(o)</u>
2. Establishment Name and Address	Telephone Number
<u>(n)</u>	<u>(o)</u>

List other legs of your trip and any other lodging (p)

Car Rental Company	Rate	Number of Days
<u>(q)</u>		

Miscellaneous/other expenses: List (r)

Per Diem: (s)

High Cost: \_\_\_\_\_ periods x rate \_\_\_\_\_ =

Average Cost: \_\_\_\_\_ periods x rate \_\_\_\_\_ =

**SUBTOTAL** \$ (t)

Deduct Amount Charged to Personal Credit Card(s) and for Diners Club GTS Account (u)

**NET ADVANCE REQUESTED** \$ (v)

It is a federal offense, in violation of 18 U.S.C. 1711, for the recipient of funds requested on this form to utilize the monies for any purpose other than the official Postal Service employment-related purpose for which it is requested. Failure to remit any monies owed for overdue advances, when required to do so by law or Postal Service regulations, may be subject to fine and/or imprisonment. Where the amount or value due does not exceed \$100.00, the person will be fined not more than 1000.00 or imprisoned for not more than one year, or both. Under 18 U.S.C. 1711, an offense involving an amount greater than \$100.00 constitutes embezzlement and an individual may be fined in an amount equal to the amount of money involved or imprisoned for not more than ten years or both. Making false claims and/or false statements on the travel advance application form can result in civil penalties pursuant to 31 U.S.C. 3601.

Signature of Traveler	Date
<u>(w)</u>	<u>(x)</u>
Signature and Title of Approving Official	Date
<u>(y)</u>	<u>(z)</u>
Amount Received (Signature and Date)	
<u>(aa)</u>	

The collection of this information is authorized by 39 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRA; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary, however, if this information is not provided, you may not be reimbursed for your travel and relocation expenses.

Appendix D, Form 1011, *Travel Advance Request and Itinerary Schedule*

**Form 8059, Request for Relocation Management Firm (RMF) Service**

This section shows you how to complete Form 8059. The steps are keyed to the sections in Exhibit 412.2. You should type or print the following information:

- a. Name of Transferee:* The employee's name.
- b. Office Commercial Number:* The commercial telephone number at which the employee can be contacted.
- c. Social Security Number:* The employee's social security number.
- d. Office PEN Number:* The PEN telephone number at which the employee can be contacted.
- e. New BIA:* The budget account of the employee's new duty station.
- f. New Finance Number:* The finance number of the employee's new duty station.
- g. Home Number:* The telephone number at which the employee can be reached while off duty.
- h. Address of Old Residence:* The employee's residence at the old duty station.
- i. Address of New Residence:* The employee's residence at the new duty station.
- j. Address of New Duty Station:* The issuing office's address.
- k. New Office Number:* The telephone number of the issuing office.
- l. Employee's Reporting Date:* The date the employee reports for duty.
- m. Check the Appropriate Box(es)....:* Check the type of service to be provided to the employee (household goods and home purchase) and the employee category (EAS or PCES).
- n. Signature of Approving Official:* The approving official will sign here.
- o. Typed Name and Title of Approving Official:* Approving official's name and title.
- p. Office Name:* The issuing office's name.



**Request for Relocation Management Firm (RMF) Service**

RELOCATION MANAGEMENT SECTION  
 SAN MATEO POSTAL DATA CENTER  
 2700 CAMPUS DRIVE  
 SAN MATEO CA 94497-9510

Please request services from an appropriate RMF for the employee named below.

Name of Transferee (a)		Office Commercial Number ( ) (b)
Social Security Number (c)		Office PEN Number ( ) (d)
New B/A (e)	New Finance Number (f)	Home Number ( ) (g)
Address of Old Residence (for RMF to pick up household goods) (h)		Address of New Residence (for RMF to deliver household goods) If Available (i)
Address of New Duty Station (j)		New Office Number ( ) (k)
		Employee's Reporting Date (l)
Check the appropriate box(es) for the services requested		
(m)	Household Goods	Home Purchase
	EAS <input type="checkbox"/> Yes <input type="checkbox"/> Deviation Basis	<input type="checkbox"/> Yes
PCES <input type="checkbox"/> Yes <input type="checkbox"/> Yes	Signature of Approving Official (n)	
		Typed Name and Title of Approving Official (o)
		Office Name (p)

PS Form 8059, May 1990

**Appendix D, Form 8059, Request for Relocation Management Firm (RMF) Service**