

Frequently Asked Questions: Transferees

The following FAQ's apply to Agencies who follow the Federal Travel Regulations (FTR):

What is a transferred employee?

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

What is my effective transfer or appointment date?

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

As a transferred employee what relocation allowances must my agency pay or reimburse to me?

As a transferred employee there are mandatory and discretionary relocation expenses. Once the Department of Energy (DOE) decision is made to pay or reimburse relocation expenses, DOE must pay or reimburse:

- Transportation & per diem of employee & immediate family
- Miscellaneous moving expense
- Sell/buy residence transactions or lease termination expense
- Transportation & temporary storage of household goods
- Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of HHG
- Relocation income tax allowance (RITA)

DOE has discretionary authority to pay or reimburse:

- Househunting (HH) per diem & transportation, employee & spouse only
- Temporary quarters subsistence expense (TQSE)
- Shipment of privately owned vehicle (POV)
- Use of a relocation services company
- Use of property management services
- Home marketing incentive

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

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

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

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

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

When an employee transfers between Federal agencies, all allowable expenses must be paid from the funds of the agency that the employee is transferring to. However, in the

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

When must I complete all aspects of my relocation?

You and your immediate family member(s) must complete all aspects of your relocation within 1 year from the effective date of your transfer or appointment, except as provided in Chapter 302-2.9 or 302-3.10.

Do I need a receipt for individual meals if they do not exceed \$75.00?

Receipts are required for lodging, regardless of amount and any individual meal, when the daily authorized amount for M&IE expense exceeds \$75.00. If you have been authorized actual expense reimbursement, it is important to keep ALL receipts so you can calculate and claim actual incurred M&IE expenses when you file your travel voucher. Check the FTR website Chapter 301-11.25 & Chapter 302-6.12.

What if any of my household goods are damaged during transportation by DOE?

Immediately contact the Transportation Specialist at the moving company handling your move. The Transportation Specialist will send you a claim form with instructions for completing the form and submitting the claim. An employee has 90 days from the date of delivery to submit a claim form.

Where should I go for additional information?

DOE EMCBC Office of Financial Management:

(513) 246-0606

PCS@emcbc.doe.gov

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

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