

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 6509.33 – Federal Travel Regulation (GSA)
Chapter 302 - Relocation Allowances
Part 302-8 - Transportation and Temporary Storage of Household Goods and Professional
Books, Papers, and Equipment**

Supplement: 6509.33-1992-8

Effective date: November 12, 1992

Duration: This amendment is effective until superseded or removed.

Approved by: F. Dale Robertson, Chief

Date approved:

Responsible Staff:

Last Change: Supplement 6509.33-1992-7 to Part 302-6

Superseded Document(s): Part 8, 2-8.1 - 2-8.3b

Digest: Following is an explanation of the changes throughout the directive by section.

302-8: Recodes and replaces direction on transportation and temporary storage of household goods and professional books, papers, and equipment formerly contained in Forest Service supplement 5 (3/85) to Part 302-8 of this Handbook. Makes minor revisions throughout sections 302-8.2, 302-8.3, and 302-8.4.

Forest Service Handbook 6509.33 – Federal Travel Regulation (GSA)
Chapter 302 - Relocation Allowances
Part 302-8 - Transportation and Temporary Storage of Household Goods and Professional Books, Papers, and Equipment
Supplement: 6509.33-1992-8
Effective date: November 12, 1992
STANDARD POSTING INSTRUCTIONS
FOR THE FEDERAL TRAVEL REGULATION, FSH 6509.33

(For further direction on organization and posting of parent text (white pages) see the Foreword to the Federal Travel Regulation beginning on page i.)

ORGANIZATION. The Federal Travel Regulation (FTR) is divided into chapters, parts, subparts (if applicable), sections, and paragraphs. The numbers 301, 302, 303, and 304 connote specific chapters of Title 41 of the Code of Federal Regulations (CFR). The number before the decimal point indicates the part within each chapter; the number after the decimal point indicates the section. For example 301-1.1 refers to:

Chapter	Part	Section
301 - 1.	1	

Pages within each part are consecutively numbered beginning with Arabic number 1. Each page number is preceded by the part number; for example, the third page of Part 301-2 is numbered 2-3. Individual pages are identified by chapter in the running header.

TRANSMITTALS. Transmittals accompany parent text, Department supplements, and Forest Service supplements. File transmittals at the front of the Handbook in numerical sequence with the highest amendment or supplement number first. Group the transmittals in the following order by issuing Agency and unit level:

- Federal Travel Regulation (FTR) (white transmittals);
- Agriculture Travel Regulations (ATR) supplements (yellow transmittals);
- Forest Service Travel Regulations (FSTR) supplements (buff transmittals);
- Region, Station, or Area Supplements (blue transmittals); and
- Forest Supplements (green transmittals).

SUPPLEMENTS AND INTERIM DIRECTIVES. Post supplements to the parent text of the Federal Travel Regulation (white pages) at the end of each part (for example, at the end of part 301-1, 301-2, and so on) by color in the following order:

- Agriculture Travel Regulations (ATR) supplements (yellow pages);
- Forest Service Travel Regulations (FSTR) supplements (buff pages);
- Washington Office ID's (pink pages);
- Region, Station, or Area Supplements (blue pages);
- Region, Station, or Area ID's (pink pages);
- Forest Supplements (green pages); and
- Forest ID's (pink pages).

Forest Service Handbook 6509.33 – Federal Travel Regulation (GSA)

Chapter 302 - Relocation Allowances

Part 302-8 - Transportation and Temporary Storage of Household Goods and Professional Books, Papers, and Equipment

Supplement: 6509.33-1992-8

Effective date: November 12, 1992

Table of Contents

302-8.2 - General limitations.....	4
302-8.3 - Transportation within the continental United States	4
302-8.4 - Transportation outside the continental United States	5
302-8.5 - Temporary storage	5

302-8.2 - General limitations

(f) Loss and damage liability. See FSH 6509.11h, sec. 41 for the policies and procedures for filing a claim under the Military Personnel and Civilian Employee Claims Act of 1964.

302-8.3 - Transportation within the continental United States

(a) The commuted rate system.

(1) Description. See FSTR 302-8.3(c) for additional requirements.

(b) Actual expense method.

(3) Allowable charges. When an employee and family are expected to enter into temporary quarters for any length of time, certain items, such as extra clothing, linens, and cooking utensils, are needed for use until their bulk shipment is delivered. Therefore, a partial shipment by ground transportation, such as United Parcel Service, bus express, or U.S. Mail, for up to 300 pounds may be permitted when the actual expense method is authorized.

This 300-pound partial shipment is part of the weight limitation prescribed in FTR 302-8.2(a). This authorization is not available to employees who ship mobile homes to be used as residences.

The request for the partial shipment is made in block 24 on Form FS-6500-140, Individual's Request for Authorization. The employee must pay for the partial shipment and claim reimbursement for the actual costs on a Form AD-616, Travel Voucher. A receipt showing the number of pounds shipped and the amount paid must accompany the voucher.

It is the employee's responsibility to request a partial shipment; pack the partial shipment; deliver the shipment to shipping point; and pick up or make arrangements for pick up. These shipments should not be sent to a Forest Service office.

(c) Use of commuted rate or actual expense method.

(1) Consideration. The General Services Administration (GSA) prescribes parameters by which agencies may obtain rate and/or routing information from the Regional Transportation and Travel Management Division offices. Under this program, an employee is required to move by a Government Bill of Lading (GBL) whenever it is determined to be advantageous to the Government. The program procedures are described in FSH 6409.31-FPMR Subpart 101-40.2 and agency supplements.

302-8.4 - Transportation outside the continental United States

(a) **Coverage.** Employees who transfer to or from points outside the continental United States may not be reimbursed for the movement of their household goods under the commuted rate system.

(1) Shipments to and from Alaska. Because of variations in freight tariffs among the carriers and the several methods of handling shipments to or from Alaska, it is the responsibility of the Region 10, Director or Fiscal and Public Safety to ensure that only the Fiscal and Public Safety Staff prepares all Government Bills of Lading and makes all arrangements for shipments of household goods to and from Alaska. Other offices shall not initiate documents nor make arrangements with carriers without a prior clearance from the Region 10, Director of Fiscal and Public Safety. In the event of an emergency, request instructions from the Region 10, Director of Fiscal and Public Safety.

302-8.5 - Temporary storage

(b) **Allowable expenses.**

(1) Commuted rate system.

(i) Drayage. Drayage to or from storage is distinguished from transportation as illustrated in the following example. An employee has household goods delivered to storage at the new official station. The charge for the distance from the old official station to storage at the new station is reimbursable as a transportation cost under both the commuted rate and GBL (government bill of lading) basis. The charge for drayage from storage to residence is considered a part of the cost of storage.

The same applies in reverse where the employee places household goods in storage at the old station; the charge for drayage from the old residence to storage is a part of the storage charge. The actual storage charge for a period in excess of 90 days is not reimbursable, unless the additional time is authorized under FTR 302-8-2(d). However, costs of loading at and drayage from warehouse to residence, even when incurred after the expiration of the allowable 90-day storage period, may be allowed since they are necessary expenses arising solely from the temporary storage, and not from the excess period. The 90-day limit applies whether storage is at the point of origin or destination, or partly at each.

(ii) Constructive storage charges. In those cases where constructive storage charges are included as part of the transportation costs on the carrier's billing, such storage charges may be included in the computation of allowable reimbursable storage expenses when properly identified by the carrier. For example, an employee stores household goods at an intermediate point and no drayage cost is incurred incident to the storage. The carrier's billing contains a

Forest Service Handbook 6509.33 – Federal Travel Regulation (GSA)

Chapter 302 - Relocation Allowances

Part 302-8 - Transportation and Temporary Storage of Household Goods and Professional Books, Papers, and Equipment

Supplement: 6509.33-1992-8

Effective date: November 12, 1992

separate breakdown for storage costs and transportation costs. However, included in the transportation costs, as provided under tariff regulations, is the constructive cost of drayage at the point of origin or destination. Such constructive costs, when properly identified or itemized by the carrier, may be allowed as a storage expense, rather than transportation costs as shown on the billing.