

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

**Forest Service Handbook 6509.33 – Federal Travel Regulation (GSA)
Chapter 302 - Relocation Allowances
Part 302-5 - Allowance for Househunting Trip Expenses**

Supplement: 6509.33-2006-5

Effective date: September 27, 2006

Duration: This amendment is effective until superseded or removed.

Approved by: Jesse L. King, Associate Deputy Chief/Cfo

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Responsible Staff:

Last Change: 6509.33-2006-4 to chapter 302

Superseded Document(s):

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

302-5.101: Incorporates and makes minor clarification of direction on agency policy granting allowance for househunting trip expenses.

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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
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Subpart B - Agency Responsibilities

302-5.101 - What governing policies must we establish for the househunting trip expenses allowance?

The Forest Service shall adhere to the following prescribed policy on househunting trip expenses allowance.

A house hunting trip allowance (HH) is not an entitlement. It is a discretionary allowance. An entitlement is a right to benefits specified especially by law or conduct. The agency determines when it is in the Government's interest to authorize a househunting trip allowance (FTR 302.5.5). The Forest Service may authorize HH to expedite the process of finding a permanent residence. When an employee chooses the actual Temporary Quarters Subsistence Expense (TQSE) method of reimbursement, the duration authorized for HH shall be deducted from the total duration authorized for TQSE. If an employee chooses the fixed TQSE method of reimbursement, there will be no deduction from TQSE for HH.

For example, if TQSE is authorized for 60 days and an employee has used 10 days for HH, then 50 days is the remaining time allowed for TQSE.

Employees are eligible for househunting trip expenses if they are relocating in the interest of the Government (FTR 302-5.3). The criteria are:

1. Employees' old and new official stations are located within the United States.
2. Employee is not assigned to Government or other prearranged housing at their new official station.
3. Employees' old and new official stations are 75 or more miles apart. Distance must be measured by map distance and travel must be via a usually traveled surface route.

Only employee and their spouse may travel on a househunting trip at Government expense. Forest Service shall authorize only one round trip for an employee and/or spouse in connection with a specific transfer. If an employee and spouse travel separately for a househunting trip, reimbursement must be limited to the cost that would have been incurred if the employee and spouse had traveled together as one round trip.

Employee may begin travel as soon as the Forest Service issues a travel authorization for a househunting trip. Trip duration must be specified in the travel authorization, but must not exceed 10 consecutive calendar days.

See Agriculture Travel Regulations, [DR 2300-002](#) for additional information regarding the allowance for househunting trip expenses.