



Office of Government-wide Policy
October 5, 2022

Federal Travel Regulation
GSA Bulletin FTR 23-03

TO: Heads of Federal Agencies

SUBJECT: Relocation Allowances – Waiver of certain Federal Travel Regulation (FTR) (Chapter 302) provisions for official relocation travel of employees to locations in Florida, South Carolina, North Carolina, and the Commonwealth of Puerto Rico impacted by Hurricanes Ian and Fiona.

1. What is the purpose of this bulletin? This Bulletin informs agencies that certain provisions of the FTR governing official relocation travel are temporarily waived for employees relocating to locations in Florida, South Carolina, North Carolina, and the Commonwealth of Puerto Rico impacted by Hurricanes Ian and Fiona. In these affected locations, finding lodging facilities and/or adequate meals may be difficult, and distances involved may be great, resulting in increased cost for relocation per diem allowances.
2. What are the effective dates and areas of this bulletin? This FTR Bulletin will expire 180 days from the respective effective dates, unless extended or rescinded by this office.
 - a. Florida: The incident period date is retroactive for official relocation travel performed on or after September 23, 2022, based on the Presidential Disaster Declarations (DR-4673-FL and DR-4675) dated September 29, 2022, and September 30, 2022, respectively, for affected counties and tribal reservations in the state of Florida.
 - b. South Carolina: The incident period date is retroactive for official relocation travel performed on or after September 25, 2022, based on the Presidential Disaster Declaration (EM-3585-SC) dated September 29, 2022, for affected counties in the state of South Carolina.
 - c. North Carolina: The incident period date is retroactive for official relocation travel performed on or after September 28, 2022, based on the Presidential Disaster Declaration (EM-3586-NC) dated October 1, 2022, for affected counties in the state of North Carolina.
 - d. Commonwealth of Puerto Rico: The incident period date is retroactive for official relocation travel performed on or after September 17, 2022, based on the

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Presidential Disaster Declaration (DR-4671-PR) dated September 21, 2022, for affected counties in the Commonwealth of Puerto Rico.

A list of affected designated areas or locations can be found at the Federal Emergency Management Agency (FEMA) web site at <https://www.fema.gov/disaster/declarations/>.

3. What is the background of this bulletin? As a result of the Presidential Disaster Declarations, agencies should consider delaying all non-essential relocations to the affected areas for a period of 30 days because the ability to secure lodgings may have been compromised due to the storms. There is a statutory limitation in 5 U.S.C. § 5724a(c)(2), which only authorizes reimbursement for actual Temporary Quarters Subsistence Expenses (TQSE) of 120 consecutive days, beyond which employees would no longer be entitled to TQSE reimbursement.

However, due to ongoing recovery efforts from lasting effects of the hurricanes and varying mission requirements, GSA understands that agencies may still require employees to relocate to the affected locations. Thus, each agency may determine whether to apply waivers set forth in this Bulletin to affected employees' relocation travel to areas that are impacted by these hurricanes.

4. What should I do as a result of this Bulletin? If relocation travel to Florida, South Carolina, North Carolina, and the Commonwealth of Puerto Rico locations affected by Hurricanes Ian and Fiona cannot be delayed, then the following applies up to the duration of this bulletin:

a. Completion of Relocation. The requirement in §§302-2.9 and 302-2.110 to complete all aspects of relocation within one year may be waived.

b. TQSE.

(1) FTR §302-6.9, which requires that temporary quarters be in reasonable proximity to the old or new official station, is hereby waived for employees relocating to Florida, South Carolina, North Carolina, and the Commonwealth of Puerto Rico locations affected by Hurricanes Ian and Fiona.

(2) With regard to temporary quarters located within the Continental United States (CONUS), FTR §302-6.102 limits the applicable per diem allowance under the TQSE reimbursement method to the standard CONUS allowance. Under this bulletin, for temporary quarters located within the areas affected by Hurricanes Ian and Fiona, agencies may authorize TQSE at the applicable locality per diem allowance under FTR §§301-11.100 to 301-11.102 or authorize actual expenses under FTR §§ 301-11.300 to 301-11.306.

(3) The maximum limit of 120 consecutive days that TQSE may be authorized is statutorily based, and therefore not waivable and remains in effect in accordance with


FTR §302-6.104.

c. Househunting trips. FTR §302-5.13 does not allow use of the actual expense method described in FTR §§301-11.300 to 301-11.306 for reimbursement of subsistence expenses. Under this Bulletin, in addition to the methods listed in FTR §302-5.13, agencies may authorize actual expenses for the reimbursement of subsistence expenses for employees conducting househunting trips to locations in Florida, South Carolina, North Carolina, and the Commonwealth of Puerto Rico affected by Hurricanes Ian and Fiona.

5. Maximum Rates. Agencies may approve actual subsistence expense reimbursement, not to exceed 300 percent of the applicable per diem rate, without further justification for employees performing official relocation travel to locations in Florida, South Carolina, North Carolina, and the Commonwealth of Puerto Rico affected by Hurricanes Ian and Fiona.

6. Whom should I contact for further information or clarification? Mr. Rick Miller, Senior Policy Analyst, Office of Government-wide Policy (OGP), Office of Asset and Transportation Management, at travelpolicy@gsa.gov. Please cite GSA Bulletin FTR 23-03.

By delegation of the Administrator of General Services,

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Krystal J. Brumfield
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