

LODGING & M&IE OPTIONS FOR HOUSEHUNTING TRIP

Fixed Rate Method (FRM)

- A pre-determined lump sum amount based on the per diem rate for either the locale where lodging is obtained or where the transferee looks for a new residence.
- The number of days the transferee spends on a househunting trip does not impact the lump sum amount.
- No receipts required.

Actual Expenses Method (AEM)

- A daily rate for lodging and meals based on the per diem rate for either the locale where lodging is obtained or where the employee looks for the new home.
- Limited to a maximum of 10 days.
- Lodging receipts required.

Note: Round trip transportation expenses for employee and spouse will be paid under both options

LODGING & M&IE OPTIONS FOR TEMPORARY QUARTERS

Fixed Rate Method (FRM)

- A pre-determined lump sum amount based on the per diem rate for either the locale where lodging is obtained or where the transferee looks for a new residence.
- The number of days the transferee spends on a househunting trip does not impact the lump sum amount.
- No receipts required.

Actual Expenses Method (AEM)

- A daily rate for lodging and meals based on the per diem rate for either the locale where lodging is obtained or where the employee looks for the new home.
- Limited to a maximum of 10 days.
- Lodging receipts required.

NOTE: One-way transportation expenses for employee and family members will be paid under both options

OPTIONS FOR TEMPORARY QUARTERS (TQ)

Employee Name: _____ New Duty Station: _____

Note: Reimbursement of TQ (fixed/actual) will be based on employee and family members who report to new duty station and enter TQ. If family will report at a later date this must be indicated on the FNM-39C.

FIXED RATE METHOD (Per Diem based on locality rate of new official duty station)

- No lodging receipts or itemization of meals required. (Limited information on FNM-38C required).
- Employee claims a fixed rate method on his/her travel voucher.
- Employee must provide begin and end dates of Temporary Quarters Subsistence Expenses (TQSE) to their agency and is entitled to reimbursement for only the number of days actually spent in temporary quarters.
- No extensions of temporary quarters beyond 30 days.

Employee: _____ Days x \$ _____ x _____ = \$ _____
Per Diem Rate (Locality Rate)

Family: _____ Days x \$ _____ x _____ x _____ = \$ _____
Per Diem Rate (Locality Rate) # Family Members

LUMP SUM AMOUNT \$ _____

ACTUAL EXPENSE METHOD (Per Diem based on standard CONUS rate)

- Receipts for lodging and itemization of meals are required.
- Additional TQ may be authorized on a case-by-case basis at reduced rates for employees not using the home sale portion of the Relocation Service Program.

Employee: _____ Days x \$ _____ = \$ _____
Per Diem Rate (CONUS)

Spouse or Child over 12: _____ Days x \$ _____ x _____ x _____ = \$ _____
Per Diem Rate (Conus) # Family Members

Child under 12: _____ Days x \$ _____ x _____ x _____ = \$ _____
Per Diem Rate (Conus) # Family Members

ACTUAL EXPENSE AMOUNT \$ _____

PLEASE INDICATE THE OPTION WHICH YOU WISH TO BE AUTHORIZED:

I elect to use the fixed rate method.

I elect to use the actual expense method and will be reimbursed for my actual expense based on receipts for lodging and itemization of meals.

Employee Signature

Date