

## **SHIPMENT AND TEMPORARY STORAGE OF HOUSEHOLD GOODS ALLOWANCE**

### *What is it?*

Household goods are personal property that needs to be transported and that belongs to the employee and family at the time shipment begins. It includes household furnishings, equipment and appliances, clothing, books, etc. It does not include property for resale or disposal, automobiles, airplanes, mobile homes, camper trailers, boats, birds, pets, livestock, cord wood, building materials, property belonging to others, and any property to be used in conducting a business.

Storage of household goods is authorized for a limited period of time in connection with transportation of household goods at Government expense.

### *What are the entitlements?*

The employee is entitled to the cost of transportation of household goods and personal property belonging to the employee/immediate family from the old duty station to the new official station in one lot shipment by the most advantageous method.

Household goods and personal property with the maximum limit of 18,000 lbs include:

- o household furnishings
- o clothing
- o grills
- o books
- o rugs
- o musical instruments
- o snowmobiles, motorcycles, mopeds,
- o golf carts, bikes, mowers (after removal of gasoline)
- o kitchen items
- o toys
- o outdoor furniture

The following items are considered part of household goods and are included in the 18,000 lbs., however, the employee is responsible for the disassembling/reassembling or disconnecting/ reconnecting or the cost to have this service performed by a third party company:

- o pool tables
- o ice maker
- o hot tubs
- o swing sets, outdoor
- o playground equipment
- o tool sheds
- o electronic equipment
- o wall units/room dividers
- o radio/television
- o antennas
- o satellite dishes
- o grandfather clocks
- o tool sheds
- o organs, pianos
- o waterbeds
- o gas and/or electric washers/dryers

(The expense for this service may be claimed on the miscellaneous voucher as a miscellaneous expense.)

The following items are EXCLUDED from the definition of household goods and are not shipped at government expense:

automobiles, trucks, vans, or similar type of motor vehicles (unless authorized and approved under new guidelines 1997); boats, airplanes; mobile homes; camper trailers; farming vehicles; gliders; replacement parts; live animals; birds, fowls, reptiles; firewood, building materials; goods for resale; firearms; flammables, combustibles, explosives, corrosives or caustics; ammunition; fireworks; poisons; fuels; gasoline; kerosene; propane, varnish; aerosol cans; automotive oil; turpentine; paint; matches; liquor; fertilizer; sand, cinder blocks, and bricks.

***Shipment and storage of household goods can be initiated by either DOE's third party relocation contractor or DOE's transportation office.***

DOE's Third Party Relocation Contractor:

1. When utilizing DOE's third party relocation contractor, shipment and storage of household goods will be arranged and managed by the contractor. Transferee will choose the carrier from a list provided by the contractor.
2. If the relocation contractor arranges the shipment and there is damage to the transferee's household goods, the contractor will prepare and file any claim for loss or damage on behalf of the transferee. The contractor will also mediate any disputes between the carrier and/or storage agent and the transferee.

DOE's Transportation Office:

1. There are two methods of shipping household goods: the actual expense method (GBL) and the commuted rate method. It is the policy of DOE to utilize the GBL method for the shipment of household goods whenever possible in the interest of the Government. To utilize the GBL method, the savings must be at least \$100.00 over the commuted rate.
2. If there is any damage to the employee's household goods, they should call the moving company and request a damage claim form. The damage claim, must be in writing, identifies the shipment, loss or damage (state that the carrier was responsible for it), and demands restitution in a specific amount. If you have submitted the form, and the moving company is not trying to resolve the issue, please call the Transportation & Travel Service Group, MA-222.
3. The moving company submits an invoice to DOE for payment. If there are any charges that

need to be paid by the employee, DOE will send a bill to the employee.

#### Additional Charges and Professional Books

1. Some examples of items that the employee will be billed for are; exceeding the 18,000 pound weight limit, extra deliveries or stops (including stops at temporary quarters), and fees for disconnecting and/or reconnecting appliances. All of these expenses are reimbursable under the miscellaneous expense voucher, **except** for exceeding the 18,000 pound weight limit.
2. Professional books, paper and equipment can be shipped in addition to the household goods, however, if the maximum weight limitation of household goods of 18,000 pounds is exceeded, then proper approval must be obtained. In order for this to become an administrative expense, the employee shall furnish an itemized inventory of each professional book, paper, and equipment for review by the new supervisor. The new supervisor will review and certify that these items are necessary for the employee to perform their job at the new duty station.

#### Commuted Rate versus Government Bill of Lading

COMMUTED RATE - Under the commuted rate system, the employee makes all administrative arrangements for transporting own household goods between points within CONUS. The employee selects and pays the carrier or transports own goods by noncommercial means and will be reimbursed by the Government in accordance with schedules of commuted rates which are contained in the GSA publication, Commuted Rate Schedule for Transportation of Household Goods. The commuted rate includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation, and other accessorial charges.

##### o Reimbursement

When the commuted rate is used, the amount to be paid to the employee for transportation and related services is computed by multiplying the number of hundreds of pounds shipped (within 18,000 pounds), by the applicable rate per hundred pounds for the distance shipped. The distance shall be determined in accordance with the household mileage guide filed with the Interstate Commerce Commission.

##### o Documents Needed

Receipt of the bill of lading, including any attached weight certificate must be submitted. If no bill of lading was involved, other evidence showing the points of origin and destination, and weight of the goods must be submitted.

NOTE: Employees transporting their own household goods are cautioned to establish weight of goods by obtaining proper weight certificates showing gross weight (weight of vehicle & goods) and the tare weight (weight of vehicle alone). Compliance with the requirements for payment at commuted rate on the basis of constructive weight, is not usually possible.

#### GOVERNMENT BILL OF LADING (ACTUAL EXPENSE)

The government assumes responsibility for awarding contracts and for other negotiations with carriers. The property is shipped on a government bill of lading, the government audits and pays the invoices directly to the carrier.

o If the *commuted rate system* is elected, the employee makes all the transporting arrangements with the moving and storage companies. The employee selects and pays the transportation carriers OR transports hers/his own household goods by noncommercial means and is reimbursed.

o If *actual expense* is elected, the government assumes the responsibility for negotiations with carriers and awarding contracts. The household goods are shipped on a government bill of lading. The government will also arrange for necessary, temporary storage and pay the cost of the services direct.

#### Temporary Storage

1. **Limitations** - The time allowable for temporary storage in connection with an authorized shipment of household goods shall not exceed a period of 90 days. However, upon an employee's written request and approval, the initial 90-day period may be extended an additional period of not to exceed 90 days. Request for extensions must be submitted in writing and may include, but are not limited to the following reasons:

- o an intervening temporary duty or long-term training assignment;
- o lack of available housing;
- o delay in construction work on a new or renovated residence;
- o serious illness of the employee or illness or death of a close relative;
- o strikes, acts of God, or other circumstances beyond the control of the employee.

2. **Allowable Expenses** - *Actual expense method*. The moving company submits an invoice to DOE for payment. If there are any "additional charges", not considered part of transportation services entitlements, DOE will pay the moving company directly and a bill will be sent to the employee with a breakdown of the charges.

3. **Additional Charges** - The charges for temporary storage are covered on the GBL and paid directly to the mover/storage facility by DOE. If additional storage charges are incurred for excess weight, valuation charges above the maximum, or time beyond that which has been authorized, those charges will be paid by DOE to the mover/storage facility and a bill will be sent to the employee with a breakdown of the charges.



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#### § 302-8.1 Applicability.

Employees covered by this subtitle who have complied with the general requirements as contained in part 302-1 are eligible for transportation and temporary storage of their household goods subject to the provisions of this part when they are transferred, regardless of whether the official stations involved are within or outside the continental United States, are appointed to positions in which Government transportation to the first official station is allowable, or are separated after completion of a period of service overseas.

#### § 302-8.2 General limitations.

(a) **Maximum weight allowance.** The maximum weight of household goods that may be transported or stored at Government expense is limited to 18,000 pounds net weight for all employees. The total weight of household goods stored under [§ 302-9.2](#) plus the weight of household goods transported under this part shall not exceed the maximum weight allowance prescribed in this paragraph.

(b) **Professional books, papers, and equipment.**

(1) For purposes of this part, the term "professional books, papers, and equipment" includes those professional or specialized items and other materials which are personally owned by the employee for use in the performance of official duties. The term does not include sports equipment or office, household, or shop fixtures and furniture; e.g., bookcases, file cabinets, desks, and racks of any kind even though used in connection with the professional books, papers, and equipment.

(2) There is no statutory authority to transport personally owned professional books, papers, and equipment in addition to the maximum weight allowance ([§ 302-8.2\(a\)](#)) established by law for transportation of an employee's household goods and personal effects. However, there may be instances in which the weight of the professional books, papers, and equipment would cause an employee's household goods shipment to be in excess of the maximum weight allowance. In such instances, the personally owned professional books, papers, and equipment may be transported to the new permanent duty station as an administrative expense of an agency (not chargeable to travel and transportation appropriations). Shipment of these items as an administrative expense would be instead of shipment as an allowance of the employee.

(3) Authority to transport professional books, papers, and equipment as an administrative expense shall be subject to agency policy and discretion within the following guidelines:

(i) The employee shall furnish an itemized inventory of professional books, papers, and equipment for review by an appropriate authorizing official at the new permanent duty station. In addition, the employee shall furnish appropriate evidence (as determined by the agency concerned) that transporting the itemized materials as part of the employee's household goods would result in an excess of the employee's maximum weight allowance.

(ii) The authorizing official at the new permanent duty station shall review and certify that the professional books, papers, and equipment as itemized are necessary in the proper performance of the employee's duties at the new duty station and that if these items were not transported to the new duty station, the same or similar items would have to be obtained at Government expense for the employee's use at the new duty station.

(iii) When professional books, papers, and equipment are certified as provided in paragraph (b)(3)(ii) of this section and shipped for the employee as an administrative expense of an agency, shipment shall be by the actual expense method; the commuted rate method shall not be used. When shipped in the same lot with the employee's household goods and other personal effects under the actual expense method, the professional books, papers, and equipment shall be packed and weighed separately; the weight thereof and the administrative appropriation chargeable shall be stated as separate items on the Government bill of lading. In unusual instances in which it is impractical or impossible to obtain separate weights, a constructive weight of 7 pounds per cubic foot may be used.

**(c) Determining the net weight.**

(1) *Uncrated shipments.* When household goods are shipped uncrated as in a household mover's van or similar conveyance, the net weight shall be that shown on the bill of lading or on the weight certificate attached thereto, which, under Interstate Commerce Commission (ICC) regulations, includes the weight of barrels, boxes, cartons, and similar materials used in packing, but does not include pads, chains, dollies, and other equipment needed to load and secure the shipment. When a noncommercial means of shipment is involved ([see § 302-8.3\(a\)\(3\)](#)), the ICC regulations

shall apply for determining the net weight. When an employee's claim is based on constructive weight as authorized in paragraph (c)(4) of this section, the net weight shall be the weight as determined under that provision.

(2) *Crated shipments.* When property is transported crated, the net weight shall not include the weight of the crating material. The net weight shall be computed as being 60 percent of the gross weight. However, if the net weight computed in this manner exceeds the applicable weight limitation and if it is determined that, for reasons beyond the employee's control, unusually heavy crating and packing materials were necessarily used, the net weight may be computed at less than 60 percent of the gross weight.

(3) *Containerized shipments.* When special containers designed normally for repeated use, such as lift vans, CONEX transporters, and household-goods shipping boxes are used and the known tare weight does not include the weight of interior bracing and padding materials but only the weight of the container, the net weight of the household goods shall be 85 percent of the gross weight less the weight of the container. If the known tare weight includes interior bracing and padding materials so that the net weight is the same as it would be for uncrated shipments in interstate commerce, the net weight shall not be subject to the reduction. If the gross weight of the container cannot be obtained, the net weight of the household goods shall be determined from the cubic measurement on the basis of 7 pounds per cubic foot of properly loaded container space.

(4) *Constructive weight.* If no adequate scale is available at point of origin, at any point en route, or at destination, a constructive weight, based on 7 pounds per cubic foot of properly loaded van space, may be used. Such constructive weight also may be used for a part-load when its weight could not be obtained at origin, en route, or at destination, without first unloading it or other part-loads being carried in the same vehicle, or when the household goods are not weighed because the carrier's charges for a local or metropolitan area move are properly computed on a basis other than the weight or volume of the shipment (as when payment is based on an hourly rate and the distance involved). However, in such instances the employee should obtain a statement from the carrier showing the amount of properly loaded van space required for the shipment. (See also [§ 302-8.3\(a\)\(3\)](#) with respect to proof of entitlement to a commuted rate payment when net weight cannot be shown.)

(d) **Temporary storage time limit.** The time allowable for temporary storage in connection with an authorized shipment of household goods shall not exceed a period of 90 days. This time period also applies when an employee returns to his/her place of actual residence for leave before serving a new tour of duty outside the continental United States either at a different post of duty or at the same post of duty if the storage is provided instead of furnished quarters or a quarters allowance. However, upon an employee's written request, the initial 90-day period may be extended an additional period not to exceed 90 days under certain conditions if approved by the agency head or his/her designee. Justification for an additional storage period may include, but is not limited to, the following reasons:

- (1) An intervening temporary duty or long-term training assignment;
- (2) Nonavailability of suitable housing;
- (3) Completion of residence under construction;
- (4) Serious illness of employee or illness or death of a dependent; or
- (5) Strikes, acts of God, or other circumstances beyond the control of the employee.

(e) **Origin and destination.** Cost of transportation of household goods may be paid by the Government whether the shipment originates at the employee's last official station or place of residence or at some other point, or if part of the shipment originates at the last official station and the remainder at one or more other points. Similarly, these expenses are allowable whether the point of destination is the new official station or some other point selected by the employee, or if the destination for part of the property is the new official station and the remainder is shipped to one or more other points. However, the total amount which may be paid or reimbursed by the Government shall not exceed the cost of transporting the property in one lot by the most economical route from the last official station of the transferring employee (or the place of actual residence of the new appointee at time of appointment) to the new official station. In connection with return from overseas for separation, see [§ 302-1.12\(d\)](#). No property acquired by the employee en route between old and new official stations shall be eligible for transportation under this part.

(f) **Loss and damage liability.** Limitations on the Government's liability for loss or damage of an employee's household goods are contained in the Military Personnel and Civilian Employees' Claims Act of 1964 (31 U.S.C. 3721-3723) and in agency rules and regulations issued under the authority thereof. Since agency practices and regulations under that Act differ, and in view of the different circumstances under which household goods are transported and temporarily stored under the authority of this part, each agency should advise transferred employees of the applicability and restrictions on claims against the Government for loss and damage as related to the transportation circumstances involved. Agencies should also be prepared to give advice to employees as to the liability of the carrier for loss and damage of transported household goods in the transportation circumstances involved so that they will be able to evaluate the need for insurance and the advisability of incurring a valuation charge. (For interstate shipments by motor carrier on commercial bills of lading, see 49 CFR Part 1056.)

### **§ 302-8.3 Transportation within the continental United States.**

#### **(a) The commuted rate system.**

(1) *Description.* Under the commuted rate system an employee makes his/her own arrangements for transporting household goods between points within the continental United States. He/She selects and pays the carrier or transports his/her goods by noncommercial means and is reimbursed by the Government in accordance with schedules of commuted rates which are contained in the GSA publication, Commuted Rate Schedule for Transportation of Household Goods. Agencies requiring this publication shall prepare a Standard Form 1, Printing and Binding Requisition, and send it to: Superintendent of Documents, Departmental Account Representative Division, U.S. Government Printing Office (GPO), Washington DC 20401. The schedules of commuted rates which are developed from tariffs that carriers have filed with the Interstate Commerce Commission consist of tables to be applied to the particular transportation involved. The commuted rate includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation, and other accessorial charges. Costs of temporary storage which are subject to reimbursement under [§ 302-8.5](#) are stated separately in the schedule of commuted rates.

(2) *Reimbursement.* When the commuted rate system is used, the amount to be paid to the employee for transportation and related services is computed by multiplying the number of hundreds of pounds shipped (within the maximum weight allowance) by the applicable rate per hundred pounds for the distance shipped as shown in the

commuted rate schedule. The distance shall be determined in accordance with household goods mileage guides filed with the Interstate Commerce Commission. If the rate is not shown in the commuted rate schedule for the exact mileage, the rate shown for the next greater distance applies. If an employee is charged a minimum weight above the actual weight of his/her household goods under the applicable tariff (other than one based on expedited or special services), the reimbursement shall be based on the minimum weight as charged instead of the actual weight of the goods.

(3) *Documentation.* Claims for reimbursement under the commuted rate system shall be supported by a receipted copy of the bill of lading (a reproduced copy may be accepted) including any attached weight certificate copies if such a bill was issued. If no bill of lading was involved, other evidence showing points of origin and destination and the weight of the goods must be submitted. Employees who transport their own household goods are cautioned to establish the weight of such goods by obtaining proper weight certificates showing gross weight (weight of vehicle and goods) and tare weight (weight of vehicle alone) because compliance with the requirements for payment at commuted rates on the basis of constructive weight (see [§ 302-8.2\(c\)\(4\)](#)) usually is not possible.

**(b) Actual expense method.**

(1) *Description.* Under the actual expense method, the Government assumes responsibility for awarding contracts and for other negotiations with carriers. The property is shipped on a Government bill of lading, and the Government audits and pays transportation vouchers directly to carriers. Under the actual expense method, the household goods are shipped by the Government, not by the employee.

(2) *Agency responsibility.* Selection of the carrier, arranging for carrier services and for packing and crating, preparing the Government bill of lading, paying charges incurred, and processing any loss and damage claims are the direct responsibility of the agency.

(3) *Allowable charges.* The actual costs of transportation of household goods within the authorized weight limits will be allowed at Government expense. Also, within that weight limit, the actual costs for packing, crating, unpacking, drayage incident to transportation, and necessary accessorial services shall be allowed.

(4) *Multiple shipment procedures.* When the actual expense method is used in shipping household goods belonging to two or more employees between the same two points, the weight of the household goods of each employee is to be identified for the purpose of applying the maximum weight limitations.

(5) *Excess weight procedures.* When the weight of an employee's household goods exceeds the maximum weight limitation, the total quantity may be shipped on a Government bill of lading, but the employee shall reimburse the Government for the cost of transportation and other charges applicable to the excess weight, computed from the total charges according to the ratio of excess weight to the total weight of the shipment.

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

(1) *Considerations.* When the commuted rate system is used, the Government is relieved of the responsibility and administrative expense of selecting and dealing with carriers and making other arrangements for transporting employees' household goods; however, the Government cannot take advantage of special discounts which may be offered. On the other hand, when the actual expense method is used, the Government incurs the additional expenses of selecting and dealing with carriers,

preparing bills of lading, auditing and paying transportation vouchers, supervising the packing of household goods, handling employee loss and damage claims, and other incidentals.

(2) *Estimating costs.* Under the commuted rate system, an accurate estimate of cost depends upon the accuracy of the estimate of weight. However, under the actual expense method the cost to the Government will usually depend not only on the weight involved but also on the accessorial services required, the quality of packing and the quantity of individual cartons, boxes, barrels, and wardrobes used by the carrier in packing. When the commuted rate system is used, the packing and accessorial charges are authorized and paid for by the employee from the amounts allowed for those charges under that system. Under the actual expense method, the accessorial and packing charges are paid by the Government, and if those charges are high, they may more than offset any discount in the line-haul rate which may be available for shipments by Government bill of lading. A proper comparison of costs must take into account the line-haul transportation charge, the administrative costs as indicated in paragraph (c)(1) of this section, and the expected accessorial and packing charges.

(3) *Policy.* The general policy is that commuted rates shall be used for transportation of employees' household goods when individual transfers are involved, and that appropriate action, depending on the amount of goods to be transported, shall be taken to estimate and compare actual expense method costs with commuted rate costs when groups of employees are transferred between the same official stations at approximately the same time so that the method resulting in less cost to the Government may be used. Specific procedures to be followed are contained in paragraph (c)(4) of this section.

(4) *Criteria for use of the actual expense method.*

(i) *Individual transfers.* Agency experience with the actual expense method has shown that shipment by Government bill of lading does not result in savings simply because a line-haul discount is available. Therefore, the commuted rate system shall be used for individual transfers without consideration being given the actual expense method; except that the actual expense method may be used if the actual costs to be incurred by the Government for packing and other accessorial services are predetermined (at least as to price per 100 pounds) and if that method is expected to result in a real savings to the Government of \$100 or more. (For intrastate transfers, see paragraph (c)(4)(iv) of this section.)

(ii) *Multiple transfers.* Under general rate tenders arranged by GSA and the Department of Defense (DOD), participating carriers agree to transport the household goods of Government employees at rates below commercial rates for specific periods of time. These tenders are arranged under 49 U.S.C. 10721, and no further agency negotiation is necessary to take advantage of them. Agencies shall evaluate the use of such rates when, because of the transfer of several employees, they have a large volume of household goods to be moved between the same places at the same time even though no mass move is involved; however, the added costs for use of the actual expense method, as discussed in paragraph (c)(1) of this section, and the uncertainty as to total cost for packing and accessorial services, as discussed in paragraph (c)(2) of this section, shall be taken into consideration, and the actual expense method shall be selected only if it is considered likely that a real savings to the Government will result from the use of that method.

(iii) *Mass moves.* Whenever an entire facility is being relocated or whenever it is anticipated that 10 or more shipments of household goods are to be transported between the same two points at approximately the same time, the agency involved shall notify the appropriate regional or zonal office of the General Services

Administration (for civilian agencies without specialized transportation personnel) or the appropriate transportation office of DOD (for components of that Department) of the forthcoming move so that an analysis can be made of existing available rates for use under the actual expense method. The notification shall be accompanied by all pertinent information concerning points of origin and destination, estimated weights of property, the number of persons or different families involved, and dates or periods of time when each person or family is expected to move. When appropriate, the GSA or DOD transportation organization shall attempt to arrange with carriers for worthwhile reduced rates and shall advise the agency concerned of the results of such efforts. If these efforts show that a saving will result, considering all direct and indirect costs involved, the actual expense method shall be used. Otherwise, the commuted rate system shall be used.

(iv) *Unusual circumstances.* The commuted rates do not take into account intrastate rates that in some instances may be substantially higher than the interstate rates that form the basis for the commuted rates. In order to avoid the necessity of prescribing commuted rates for such circumstances, the actual expense method (Government bill of lading) may be used when it is administratively determined that the commuted rate system would cause an unusual hardship for an employee transferring between official stations within a State. This authority shall not be used indiscriminately, and its use shall be carefully documented and justified.

#### **§ 302-8.4 Transportation outside the continental United States.**

(a) **Coverage.** This section contains special rules which are applicable to the transportation of household goods at Government expense to, from, and between points outside the continental United States. Individual eligibility is covered in part 302-1.

(b) **Weight limitation.** The maximum weight specified in [§ 302-8.2](#) is applicable; however, where furnished or partly furnished quarters are to be provided outside the continental United States (in the case of a transfer to such a station) or have been provided (in the case of a return to the continental United States), agencies shall make an appropriate reduction in the weight of household goods which may be authorized for shipment at Government expense.

(c) **Allowable costs.**

(1) *Actual expense basis.* Transportation authorized under this section shall be on an actual expense basis. Actual expense includes costs of transportation of household goods, packing and crating (including packing and crating materials and temporary containers), unpacking, and other necessary accessorial charges within applicable limits.

(2) *Drayage.* If door-to-door common carrier rates are not applicable, allowable costs include the actual costs of drayage to and from the common carrier for goods not in excess of the authorized weight.

(3) *Lift vans.* Charges allowable for packing and crating and for transportation include expenses incurred in hiring, transporting, and packing lift vans when shipments are made in whole or in part by water, but do not include charges in connection with any shipment or storage of empty lift vans or import duties on lift vans.

(4) *Valuation.* The valuation of property as declared for shipping will not exceed that to which the lowest freight rates will apply except as provided in paragraph (e)(3) of this section.

**(d) Procedures applicable.**

(1) *Transportation and related services.* The allowable transportation and related services may be obtained by the agency concerned from any available commercial carrier, except that all shipments of property by water shall be made on ships registered under the laws of the United States whenever such ships are available.

(2) *Use of Government bill of lading.* Commercial shipments will be made on Government bills of lading or purchase orders whenever possible; otherwise, reimbursement shall be made to the employee for transportation expenses actually and necessarily incurred within the limitations prescribed by this section.

(3) *Itemization of charges.* If the services rendered cover, in addition to transportation, other services such as packing, crating, drayage, unpacking, and temporary storage, the total charge for the services shall be itemized to show the charge for each service.

**(e) Services in excess of those authorized.**

(1) *By means other than selected.* An employee may elect to have his/her household goods moved by some means other than the means selected by the Government, except as noted in paragraph (d)(1) of this section relating to transportation by foreign flag vessels, on the condition that he/she will pay the amount, if any, by which the charges for the means of transportation selected by him/her exceed the charges for the means of transportation selected by the Government.

(2) *Excess weight.* If household goods in excess of the weight allowable under this regulation are shipped on a Government bill of lading or purchase order, the employee shall promptly upon completion of the shipment pay the proper agency official for the excess cost. The excess cost shall be computed from the total charges according to the ratio of excess weight to the total weight of the shipment.

(3) *Excess valuation or insurance.* An employee may declare a valuation above the minimum permitted if he/she assumes all additional expenses resulting there from, including the cost of insurance needed to protect the higher valuation. (See [§ 302-8.2\(f\)](#).)

**§ 302-8.5 Temporary storage.**

(a) **Applicability.** Temporary storage of household goods at Government expense may be allowable only when such storage is incident to transportation of the household goods at Government expense.

**(b) Allowable expenses.**

(1) *Commuted rate system.* In connection with transportation within the continental United States under the commuted rate system, costs of temporary storage within the applicable weight limit will be reimbursed to the employee in the amount of his/her costs for storage including in and out charges and necessary drayage, but not to exceed the commuted rates for storage in the GSA publication, Commuted Rate Schedule for Household Goods. (See [§ 302-8.3\(a\)\(1\)](#).) A receipted copy of the warehouse or other bill for storage costs is required to support reimbursement.

(2) *Actual expense method.* In connection with transportation within or outside the United States when the actual expense method is used, the Government will normally arrange for necessary temporary storage and pay the cost thereof direct. If an

employee must arrange for temporary storage in connection with transportation by the actual expense method, he/she may be reimbursed for reasonable costs incurred for storage including in and out charges and necessary drayage within the applicable limitations. Charges for excess weight, valuation above the minimum amount, and services obtained by the employee at higher costs shall be the responsibility of the employee in the same manner as he/she is responsible for excess costs incident to transportation. (See [§§ 302-8.3\(b\)\(5\)](#) and [302-8.4\(e\)](#).)

### § 302-8.6 Advance of funds.

(a) **Commuted rate system.** Advances of funds may be made to employees up to the estimated amount of the commuted payment for the cost of authorized transportation and temporary storage of their household goods under the procedures and policies prescribed in [§ 302-1.14\(a\)](#).

(b) **Overseas shipments.** For overseas shipment, advance of funds may be made for the estimated cost of transportation and temporary storage only if the cost of authorized transportation and temporary storage will not be paid directly by the Government, as is the case when a Government bill of lading or purchase order is used.

(c) **Procedures.** In requesting an advance of funds, the employee shall submit a written statement designating (1) the points of origin and destination, (2) the estimated weight of household goods to be shipped, and (3) any anticipated temporary storage not to exceed a period of 90 days at Government expense. The estimate of weight required in support of an advance of funds shall consist of a statement of the estimated weight signed by the carrier selected to handle the shipment, if available. If not available, evidence of actual weight or a reasonable estimate thereof acceptable to the agency shall be furnished.

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