

MISCELLANEOUS EXPENSE ALLOWANCE

What is it?

The purpose of this allowance is to defray the expenses associated with discontinuing a residence at the old station and setting up a residence at the new station.

Guidelines -

1. The allowance covers expenses that are common to living quarters, furnishings, and household appliances, some of which are:
 - o fees for disconnecting and connecting appliances and utilities;
 - o fees for cutting and fitting of rugs, draperies, and curtains moved from the old residence to the new;
 - o costs of automobile registration and driver's license;
 - o forfeiture losses on medical, dental, and food locker contracts that are not transferrable;
 - o fees for piano tuning;
 - o cost of connecting an antenna system;
 - o amounts expended for the installation of pictures and mirrors;
 - o charges for dismantling and installing a swimming pool; and
 - o costs of transformers necessary to accommodate 110 volt electrical equipment.

2. This allowance does not cover expenses incurred for reasons of personal taste or preference, nor penalties and fines, nor losses in selling or buying real estate, nor costs for any new purchases (i.e., rugs or draperies).

Reimbursement -

- o A miscellaneous expense allowance is payable without itemization or supporting documentation using the following criteria.
 - An employee without immediate family will be paid the lesser of 1 week's basic pay or \$350.00.
 - An employee with immediate family will be paid the lesser of 2 week's basic pay or \$700.00.

- o In cases where the actual miscellaneous expenses exceed the above maximums, actual expenses may be authorized or approved if the employee provides receipts. The total amount does not exceed the employee's basic pay at the time he/she reported for duty. In no instance may the amount exceed the maximum rate of a grade GS-13/10, effective on the employee's EOD date.

Please see the following examples of miscellaneous expense vouchers.



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PART 302-3--ALLOWANCE FOR MISCELLANEOUS EXPENSES

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[302-3.1](#) Applicability.

[302-3.2](#) Eligibility.

[302-3.3](#) Allowable amount.

[302-3.4](#) Advance of funds.

Authority: 5 U.S.C. 5738; 20 U.S.C. 905(a); E.O. 11609, 36 FR 13474, 3 CFR, 1971-1975 Comp., p. 586.

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