



Federal Travel Regulation
GSA Bulletin FTR 25-02

TO: Heads of Federal Agencies

SUBJECT: Relocation Allowances - Waiver of certain provisions of Federal Travel Regulation (FTR) Chapter 302 for official relocation travel to locations in Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee, and Virginia, impacted by Hurricane/Tropical Storm/Post-tropical Cyclone Helene, Hurricane Milton, or both.

1. What is the purpose of this bulletin? This FTR Bulletin informs agencies that certain provisions of the FTR governing official relocation travel are temporarily waived for individuals that are relocating or have relocated to locations in Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee, and Virginia impacted by Hurricane/Tropical Storm/Post-tropical Cyclone Helene, Hurricane Milton, or both. In these affected locations, finding a suitable permanent residence at the new official station may prove difficult, which may result in the employee needing additional time for temporary storage of household goods (HHG) while continuing to reside in temporary quarters. Accordingly, this FTR Bulletin informs agencies that OGP has waived time limits established by the FTR for completion of all aspects of relocation and temporary storage of HHG, as well as the limitation at FTR §302-5.13 for househunting trips (HHT) to be reimbursed at the standard CONUS rate.

2. What are the effective dates and applicability of this bulletin? The waivers in this FTR Bulletin are retroactively effective for official relocation travel that is/was performed in designated areas on or after the respective incident period start dates for the declarations listed below, and will expire 180 days from the respective disaster declaration dates. This bulletin will expire upon the expiration of the last 180 day period, unless extended or rescinded by this office. Please note that the disaster declaration date typically post-dates the incident period start date. A list of designated areas are provided below and can also be found at the Federal Emergency Management Agency (FEMA) web site at <https://www.fema.gov/disaster/declarations/>.

a. Alabama:

- [EM-3618-AL](#): Incident period start date: September 22, 2024. Emergency Declaration declared on September 26, 2024.

b. Florida:

- [EM-3615-FL](#): Incident period start date: September 23, 2024. Emergency Declaration declared on September 24, 2024.

- [DR-4828-FL](#): Incident period start date: September 23, 2024. Major Disaster Declaration declared on September 28, 2024.
- [EM-3622-FL](#): Incident period start date: October 5, 2024. Emergency Declaration declared on October 7, 2024
- [EM-3623-FL](#): Incident period start date: October 5, 2024. Emergency Declaration declared on October 8, 2024.
- [DR-4834-FL](#): Incident period start date: October 5, 2024. Major Disaster Declaration declared on October 11, 2024.

c. Georgia:

- [EM-3616-GA](#): Incident period start date: September 24, 2024. Emergency Declaration declared on September 26, 2024.
- [DR-4830-GA](#): Incident period start date: September 24, 2024. Major Disaster Declaration declared on September 30, 2024.

d. North Carolina:

- [EM-3617-NC](#): Incident period start date: September 25, 2024. Emergency Declaration declared on September 26, 2024.
- [DR-4827-NC](#): Incident period start date: September 25, 2024. Major Disaster Declaration declared on September 28, 2024.

e. South Carolina:

- [EM-3619-SC](#): Incident period start date: September 25, 2024. Emergency Declaration declared on September 26, 2024.
- [DR-4829-SC](#): Incident period start date: September 25, 2024. Major Disaster Declaration declared on September 29, 2024.

f. Tennessee:

- [EM-3620-TN](#): Incident period start date: September 26, 2024. Emergency Declaration declared on September 27, 2024.
- [DR-4832-TN](#): Incident Period: September 26, 2024. Major Disaster Declaration declared on October 2, 2024.

g. Virginia:

- [EM-3621-VA](#): Incident period start date: September 25, 2024. Emergency Declaration declared on September 29, 2024.
- [DR-4831-VA](#): Incident period start date: September 25, 2024. Major Disaster Declaration declared on October 1, 2024.

3. What is the background of this bulletin? As a result of the Major Disaster Declarations and Emergency Declarations, agencies should consider delaying all non-essential relocations to the affected areas for a period of at least 30 days because the ability to secure lodgings may have been compromised due to the storms. These storms may produce uncertainty and create difficulties for individuals attempting to

complete their relocations within one year. For example, employees are encountering shipping restrictions for HHGs, which may mean they require more days of temporary storage than are permitted in the FTR.

However, due to ongoing recovery efforts from lasting effects of the storms 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 events.

4. What FTR provisions are addressed by this bulletin?

a. Completion of Relocation. Per FTR §302-2.9, employees must complete all aspects of their relocation within one year from the effective date of their transfer or appointment. However, in accordance with FTR §302-2.110, agencies may authorize an extension for up to 12 months if an employee (i) is furloughed to perform active military duty (§302-2.10), (ii) cannot travel and/or transport HHG due to shipping restrictions to or from a post of duty outside the continental United States (OCONUS) (§302-2.11), or (iii) for reasons beyond a current employee's control and acceptable to the agency, additional time is needed to complete real estate selling/purchasing transactions (§302-11.22).

b. HHG Temporary Storage. Per FTR §302-7.9, for continental United States (CONUS) to CONUS shipments, the initial period of temporary storage of HHG at Government expense may not exceed 60 days. The agency may authorize up to an additional 90 days for CONUS to CONUS temporary storage, not to exceed a total of 150 days. For HHG shipments with an OCONUS origin or destination, the initial period of HHG temporary storage at Government expense may not exceed 90 days. The agency may authorize up to an additional 90 days for OCONUS origin/destination temporary storage, not to exceed 180 days.

c. HHT. 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 HHT to locations in Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee, and Virginia impacted by Hurricane/Tropical Storm/Post-tropical Cyclone Helene, Hurricane Milton, or both.

5. What waivers may my agency apply to the FTR provisions addressed by this bulletin? If official relocation travel to Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee, and Virginia, affected by Hurricane/Tropical Storm/Post-tropical Cyclone Helene, Hurricane Milton, or both cannot be delayed, then agencies may apply the following waivers 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. HHG Temporary Storage. The maximum temporary storage periods in FTR §302-7.9 (150 days for CONUS-to-CONUS or 180 days for OCONUS relocations) may be waived for those employees relocating who have experienced unforeseen circumstances beyond their control resulting from these events. Agencies will consider the merits of individual requests on a case-by-case basis.

c. HHT. 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 subsistence expenses reimbursement not to exceed 300 percent of the applicable per diem rate, without further justification for employees conducting HHT to locations in Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee, and Virginia, affected by Hurricane/Tropical Storm/Post-tropical Cyclone Helene, Hurricane Milton, or both.

6. What should agencies do? Agencies should update their internal relocation policies and reimbursement procedures to allow for additional time to complete all aspects of relocation and to authorize, on a case-by-case basis, additional days of HHG temporary storage, and the use of actual expense per diem method for HHT in accordance with this bulletin.

7. Whom should I contact for further information regarding this bulletin? Contact Mr. Rick Miller at 202-501-3822, Office of Government-wide Policy, Office of Asset and Transportation Management (MA) or by email at travelpolicy@gsa.gov. Please cite GSA FTR Bulletin 25-02.

By delegation of the Administrator of General Services,

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Mehul Parekh
Acting Associate Administrator
Office of Government-wide Policy