

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT
TO LAOS

ACTION MEMO

No. 73-47

February 14, 1973

TO : All Americans Vientiane & Field Stations
FROM : Harry L. Carr, AD/M *HL*
SUBJECT : Foreign Transfer Allowance (Subject Index 430)

Section 240 of the Standardized Regulations (Government Civilians, Foreign Areas), Foreign Transfer Allowance, has been revised to include a lump sum miscellaneous portion to assist with certain extraordinary costs incurred by an employee incident to establishing himself at any post of assignment in a foreign area.

The following and similar types of extraordinary costs are intended to be reimbursed with this allowance provided that they are deemed to be reasonable and necessary in the individual case:

- (1) disconnecting and connecting appliances, equipment and utilities;
- (2) converting household equipment and appliances for operation on available utilities;
- (3) cutting and fitting rugs, draperies and curtains moved from one residence to another -- not cost of new rugs, etc.;
- (4) utility fees or deposits that are not offset by eventual refunds;
- (5) automobile registration, driver's license and similar fees;

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(6) personal cable and telephone costs attributable to the relocation of the employee and his family exclusive of such costs relating to travel and hotel arrangements intended to be reimbursed by per diem to which the employee is entitled.

Types of costs not covered include the following:

(1) losses in selling or buying real estate and personal property and cost items related to such transactions;

(2) costs which are reimbursed under other provisions of these regulations or under any other regulations or under provisions of any statute;

(3) additional costs of moving household goods caused by exceeding the maximum weight limitation for which the employee has eligibility as provided by law or in regulations;

(4) costs of newly acquired items, such as the purchase or installation of new rugs or draperies;

(5) higher income, real estate, sales or other taxes as the result of establishing residence in the new post;

(6) fines imposed for traffic infractions while enroute to the new post;

(7) accident insurance premium or liability costs incurred in connection with travel to the new post, or any other liability imposed upon the employee for uninsured damages caused by accidents for which he or a member of his family is held responsible;

(8) losses as the result of the sale or disposal of items or personal property not considered convenient or practical to move;

(9) damage or loss of clothing, luggage or other personal effects while travelling to the new post;

(10) subsistence, transportation or mileage expense in excess of the amounts reimbursed as per diem or other allowances under pertinent regulations;

(continued)

(11) medical expenses due to illness or injuries of the employee or members of immediate family while enroute to the new post;

(12) costs incurred in connection with structural alterations, remodeling or modernizing of living quarters, garages or other buildings to accommodate privately owned automobiles, appliances or equipment or the cost of replacing or repairing worn-out or defective appliances or equipment shipped to the new post;

(13) additional insurance on household goods while in transit to the new post.

The wardrobe expense portion of the foreign transfer allowance remains the same.

The total reimbursement under the two portions, miscellaneous expense and wardrobe portions, may not exceed one week's salary for an employee without family and two week's salary for an employee with family. In any case the ceiling for reimbursement of the combined portions shall be the salary for grade GS-13, Step 10, (\$463.50 and \$937, respectively).

An amount of \$100.00 for a single employee and \$200.00 for an employee with family may be granted without any receipts or itemizing required for transfer from the United States. Any claims above these amounts for miscellaneous expenses must be supported by receipts or other adequate documentation for the entire amount. Transfers from other missions or within Laos will require itemization for the employee \$100.00 or employee with family \$200.00 reimbursement. Again any claims above this amount must be supported by receipts or other adequate documentation for the entire amount.

The Foreign Service Transfer Allowance is processed by PERS on a SF-1190. The effective date for application of revision stated above is October 25, 1972. If you have any question on the above, please contact PERS.