

## **TRANSPORTATION OF MOBILE HOME ALLOWANCE**

*What is it?*

Transportation of mobile home to new duty station.

*Guidelines -*

1. Must certify that the mobile home will be used as the residence at the new duty station.
2. Only available for moves within the conterminous U.S. and within Alaska or through Canada to or from Alaska.
3. Three methods of transporting a mobile home: (a) tow the mobile home with a POV, (b) mobile home is large - have the mobile home towed by a commercial transporter, (c) use GBL when determined to be in the interest of the Government.

*Reimbursement -*

- o Limited to lowest cost carriers for the shipment of 18,000 pounds of household goods and 90 days of temporary storage on a GBL.
- o Towing used: 11cents per mile to cover ferries, bridges, roads, tunnels; gas and oil for POV; travel allowance for driving
- o Commercial transporter used: reimbursement may not exceed the actual cost charged by the company, provided they are not higher than those approved by the Interstate Commerce Commission or by a state group governing within-state moves; ferry, bridge, road, tunnel tolls, taxes, state and local charges, and fees
- o GBL: payment to carrier

*Other Allowable Transportation Costs.-*

Allowable costs that are generally associated with preparing a mobile home for movement and resettling includes blocking and unblocking (including anchoring and unanchoring); labor costs of removing and installing skirting; separating, preparing, and sealing each section for movement; reassembling the two halves of a double-wide mobile home; and travel lift fees.

*Unallowable Costs.-*

An employee's transportation allowance shall NOT include these costs but SOME may relate to the miscellaneous expense allowance: costs for replacement parts, tire purchases, structural repairs, brake repairs, or any other repairs or maintenance performed; costs of insurance for valuation of mobile homes above carriers' maximum liabilities, or charges designated in the tariffs as special service; costs of storage; and costs of connecting and disconnecting appliances, equipment, and utilities connected to the relocation.



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### PART 302-7--TRANSPORTATION OF MOBILE HOMES

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**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.

#### § 302-7.1 Eligibility and limitations.

(a) **Eligibility.** An employee who is entitled to transportation of his/her household goods under part 302-8 shall, instead of such transportation, be entitled to an allowance, as provided in this part, for the transportation of a mobile home for use as a residence. To be eligible for the allowance, the employee shall certify in a manner prescribed by the head of the employing agency that the mobile home is for use as a residence for the employee and/or his/her immediate family at the destination. If an employee is not eligible to receive an allowance for movement of his/her mobile home, he/she may be eligible to receive an allowance based on the transportation of his/her household goods under part 302-8.

(b) **Geographic limitations** --(1) *Overland transportation.* Allowances for transportation of mobile homes overland may be made only for transportation of such homes within the continental United States (CONUS), within Alaska, and through Canada en route between Alaska and CONUS. Allowances for transportation within the limits prescribed may be paid even though the transportation involved originates, terminates, or passes through locations not covered, provided the amount of the allowance shall be computed on the basis of that part of the transportation which is within CONUS, within Alaska, or through Canada en route between Alaska and CONUS.

(2) *Over-water transportation.* Allowances for transportation of mobile homes over-water may be made only for transportation of such homes from a point of origin either within CONUS or within Alaska to a destination point either within CONUS or within Alaska.

(c) **Relationship to other allowances.** Allowances for transporting mobile homes (including mileage when towed by employee) are in addition to payment of per diem,

mileage, and transportation expenses for employees and their immediate families. However, the fact that a mobile home may be moved at Government expense only if the employee certifies that it is to be used as a residence at the destination should be considered in determining allowances to be paid under parts 302-4, 302-5, and 302-6.

### § 302-7.2 Computation of distances.

(a) **Standard highway mileage.** Where points of origin and destination are within the continental United States and Alaska, the allowable distance between these points shall be that shown in the standard highway mileage guides or actual miles driven as determined from odometer readings. (Actual odometer readings need not be shown on the travel voucher.) Any substantial deviation from distances shown in the standard highway mileage guides shall be explained.

(b) **Islands involved.** In addition to mileage, if the point of origin or destination is an island within the boundaries of one of the continental United States or Alaska and a ferry is used in transportation of a mobile home, the statute mileage between the island and the usual place of arrival or departure on the mainland shall be allowed, except that when such mileage is included in the standard highway mileage guides the mileage shown therein shall be used.

(c) **Unauthorized transportation involved.** Where point of origin or destination, or both, are not in the continental United States or Alaska, the allowable distance shall be limited to the distance which the mobile home is transported within or between any of the continental United States and Alaska, and through Canada en route between Alaska and the continental United States. In such instances, the mileage shall be computed as provided in paragraph (a) of this section.

### § 302-7.3 Computation of allowances.

(a) **Transportation by commercial carrier.** When a mobile home is transported by commercial carrier, an allowance for transportation costs shall include the following (see paragraph (d) of this section for preparation fees also allowable as transportation costs):

(1) The carrier's charges for actual transportation of the mobile home in an amount not exceeding the applicable tariff as approved by the Interstate Commerce Commission (or appropriate State regulatory body for intrastate movements) for transportation of a mobile home of the size and type involved for the distance involved, provided any substantial deviation from mileage shown in the standard highway mileage guides is explained;

(2) Ferry fares and bridge, road, and tunnel tolls;

(3) Taxes, charges or fees fixed by a State or other government authority for permits to transport mobile homes in or through its jurisdiction;

(4) Carrier's service charges for obtaining necessary permits; and

(5) Charges for a pilot (flag) car or escort services, when such services are required by State or local law.

(b) **Transportation by private means** --(1) *Overland transportation.* When a mobile home is transported overland by means other than a commercial carrier, such as when it is towed by a privately owned conveyance, an allowance of 11 cents per mile shall be made as reimbursement for the transportation costs listed in paragraph (a) of this section. In addition, an agency may pay the costs of preparing a mobile

home for movement and resettling it at the destination as provided in paragraph (d) of this section. No other allowance shall be made for transportation of the mobile home under this part. However, in addition to the 11-cent allowance and the allowance under paragraph (d) of this section, an agency may pay the mileage allowance for use of a privately owned conveyance as provided in [§ 302-2.3](#).

(2) *Transportation over-water.* When a boat used as a primary residence is transported over-water, an allowance for transportation costs shall include, but not be limited to:

- (i) The cost of fuel and oil used for propulsion of the boat;
- (ii) The cost of pilots or navigators in the open water;
- (iii) The cost of a crew;
- (iv) Charges for harbor pilots;
- (v) The cost of docking fees incurred in transit;
- (vi) Harbor or port fees and similar charges related to entry in and navigation through ports; and
- (vii) The cost of towing, whether in tow or towing by pushing from behind.

(c) **Mixed method of transportation.** When a mobile home is transported partly by commercial carrier and partly by private means, the allowances described in paragraphs (a) and (b) of this section apply to the respective portions of the transportation.

(d) **Other allowable transportation costs.** In addition to the allowances provided for in paragraphs (a) through (c) of this section, an allowance for transportation shall include costs generally associated with preparing a mobile home at a point of origin inside Alaska or CONUS for movement and resettling the mobile home at the destination inside Alaska or CONUS. Any costs for preparing a mobile home located outside Alaska or CONUS for movement, and any costs for resettling a mobile home outside Alaska or CONUS shall not be reimbursed. Preparation costs include but are not limited to:

- (1) The costs of blocking and unblocking (including anchoring and unanchoring);
- (2) The labor costs of removing and installing skirting;
- (3) The cost of separating, preparing, and sealing each section for movement;
- (4) The cost of reassembling the two halves of a double-wide mobile home; and
- (5) Travel lift fees.

(e) **Unallowable costs.** An individual's transportation allowance shall not include the following costs (see part 302-3 which relates to the miscellaneous expenses allowance):

- (1) All costs for replacement parts, tire purchases, structural repairs, brake repairs, or any other repairs or maintenance performed;
- (2) Costs of insurance for valuation of mobile homes above carriers' maximum liabilities, or charges designated in the tariffs as "Special Service;"

(3) Costs of storage; and

(4) Costs of connecting and disconnecting appliances, equipment, and utilities involved in relocation and costs of converting appliances for operation on available utilities.

(f) **Optional use of Government bill of lading.** Instead of the allowances to the employee provided in paragraphs (a) through (e) of this section, the agency may, when it determines such action to be in the Government's interest, assume direct responsibility for transportation of an employee's mobile home, issuing necessary bills of lading, and paying the costs involved. In such instances, the employee shall not receive any other allowance for the transportation involved and shall be charged any cost the Government must pay under the bill of lading which would not be allowed under this section or which is in excess of that allowable under [§ 302-7.4](#).

#### **§ 302-7.4 Limitation on allowances.**

The total amount allowable in [§ 302-7.3](#) shall not exceed the maximum amount which would be allowable for transportation and 90 days' temporary storage of the employee's household goods if, instead of moving a mobile home, the maximum quantity of household goods allowable under [§ 302-8.2](#) had been moved.

#### **§ 302-7.5 Advance of funds.**

An advance of funds may be allowed an employee for the transportation of a mobile home under the requirements provided in [§ 302-1.14\(a\)](#). The amount of advance shall not exceed either the estimated amount allowable under [§ 302-7.3\(a\)](#) or the constructive cost determined under [§ 302-7.4](#). No advance is authorized when a Government bill of lading is used as provided in [§ 302-7.3\(f\)](#).

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