



U.S. Chemical Safety and Hazard Investigation Board

SUBJECT: TRAVEL AND TRANSPORTATION EXPENSES OF NEW APPOINTEES

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1. **PURPOSE.** This Order establishes policies and procedures for the request and authorization of payment of certain travel and relocation expenses incurred by new appointees as a result of accepting a position at the CSB.
2. **EFFECTIVE DATE.** This Order is effective upon passage by the Board.
3. **REFERENCES.** Under 5 U.S.C. section 5723 and 5 C.F.R. section 572.101, the Chemical Safety and Hazard Investigation Board has the authority to pay a new appointee for certain travel and relocation expenses incurred as a result of accepting a position at the CSB and moving to Washington, D.C.
4. **POLICY.** Pursuant to this authority, the CSB hereby establishes the following policy on payment of such expenses to a “new appointee” or a party eligible for relocation expenses pursuant to 41 CFR section 302-1.1:
 - a. A “new appointee” is an individual who is employed by with the Federal Government for the very first time or is returning to the Federal Government after a break in service, except an employee separated as a result of reduction in force that has returned to the agency within a year of the initial break in service.
 - b. The CSB may pay relocation travel expenses for new appointees to any vacant position at the CSB, provided that the new appointee lives outside of the Washington, D.C., metropolitan area and is otherwise eligible for reimbursement in accordance with this policy and the pertinent provisions of federal law.
 - c. The Human Resources Director will determine, in each individual case that a new appointee qualifies for relocation travel expenses.
 - d. The Human Resources Director will determine what expenses will be paid for each new appointee in accordance with the Federal Travel Regulation (41 CFR Chapters 301-304), but the Chairperson must approve any proposed expenditures in writing.
 - e. Payment of travel expenses for any new appointee will be at the discretion of the Human Resources Director, with the written approval of the Chairperson. A decision made in connection with one vacancy does not require a like decision in connection with future vacancies.
 - f. Payment of travel expenses must be in accordance with the Federal Travel Regulation (41 CFR Chapters 301-304).
 - g. When it is determined that a relocation will be authorized at CSB expense, a written travel authorization shall be issued to the new appointee before he or

she incurs any expense. The travel authorization shall indicate the specific allowances, which are authorized. The travel authorization shall be signed by the Human Resources Director as the approving official.

- h. **Allowable expenses.** Items of expense listed in this section are payable under the conditions prescribed in the Federal Travel Regulation governing the allowance in question. (References to the pertinent provision of the Federal Travel Regulation are included with respect to each expense.) Note particularly that not all of the listed items will be applicable in each situation covered by this part.
 - i. Travel expenses including per diem for the new appointee as set forth in [§ 302-4.2](#);
 - ii. Mileage if privately owned vehicle is used in travel as set forth in [§ 302-2.9](#);
 - iii. Transportation and temporary storage of household goods as set forth in part 302-7;
 - iv. Extended storage of household goods if appointed to an isolated location as set forth in [§ 302-8](#); and
 - v. Transportation of mobile homes and boats as a primary residence as set forth in part 302-10.
- i. **Expenses not allowable.** Items of expense not listed above which are authorized for reimbursement in case of transfers under the Federal Travel Regulation (e.g., per diem for family, cost of house hunting trip, subsistence while occupying temporary quarters, a miscellaneous expense allowance, residence sale and purchase expenses, lease-breaking expenses, and relocation services) are not allowable to new appointees under federal law.
- j. The CSB shall provide information to new appointees concerning the benefits that may be available to them for travel and transportation involved in reporting to their official stations. New appointees should be informed of the limitations on available benefits.
- k. The CSB may pay travel and transportation expenses under this policy only after the individual selected agrees in writing to remain in the Government service for 12 months after his appointment, unless separated for reasons beyond his or her control which are acceptable to the CSB. The individual must sign an agreement in the form attached to this Order as Appendix A in order to satisfy this policy. If the individual in question violates the

agreement, the money spent by the government for the expenses is recoverable from the individual as a debt due to the government.

- l. The new appointee should not incur any relocation expense until the travel authorization is approved by the appropriate official at the CSB, and the new appointee has submitted a signed **New Appointee Travel and Moving Expense Agreement**.
 - m. The Human Resources Director is required to maintain records of payments made under this policy and to make these records available to the Board and OPM upon request.
5. **REVIEW & UPDATE**. At least once per year, the Human Resources Director will meet with the Director of Financial Operations and the Chairperson to review expenditures under this order. The Human Resources Director will be responsible for reviewing this Order annually to determine if there are any required changes, and will propose any such changes to the Chairperson in writing no later than December 1st of each fiscal year.

U. S. CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD

March 29, 2000; Amended, October 25, 2007