

Intergovernmental Personnel Act (IPA) Travel Worksheet

Transportation/Per Diem vs. Limited Relocation Allowances Cost Comparison Worksheet for Nonfederal Position

In negotiating an IPA agreement, either a temporary per diem allowance or a limited relocation allowance may be authorized. This worksheet is to be completed to determine the most cost-effective option for the assignee, and it should be submitted with the IPA package for approval. The following background information is provided to assist in the completion of the cost comparison. Please include this information in all such exercises.

Note: If estimated costs of trips to the point of origin are to be included, please also complete the cost comparison exceptions worksheet, and obtain OFM clearance prior to negotiating the IPA agreement.

Name of Assignee:		IC:	
Relocation/Per Diem Location <i>(Enter the city and state)</i>	To:	From:	
Length of Assignment:		Mode of Transportation:	
Household goods: _____ lbs. <i>(up to 18,000 lbs)</i>	Temporary Storage: _____ days <i>(# days)</i>		
Immediate Family Members:	_____ Spouse _____ # Dependents (_____ over age 12)		
OPTION 1: TEMPORARY PER DIEM ALLOWANCE			Estimated Costs:
A. En route transportation of the assignee <i>(to and from i.e., round trip)</i>			
B. En route per diem of assignee, if applicable <i>(i.e., 12 hour rule must be met, FTR 302-4.200)</i>			
C. Temporary Per Diem Allowance at the assignment location <i>Reduced Per diem:</i> <i>Day 1– 90: Lodging for Temporary Duty (TD) station at 70%</i> <i>Day 91-180: Lodging for TD station at 60%</i> <i>Day 181-Duration: Lodging for TD station at 50%</i> <i>M&IE to be reduced in line w/ HHS MC 5-00-30.</i>			
Option 1 Total:			

OPTION 2: LIMITED RELOCATION ALLOWANCES		Estimated Costs:
A. En route transportation of the assignee and immediate family <i>(to and from i.e., round trip)</i>		
B. En route per diem of the assignee and immediate family to and from the assignment location, if applicable <i>(i.e., 12-hour rule must be met, FTR 302-4.200)</i>		
C. Shipment of household goods (to and from) <i>(FTR 302-7)</i>		
D. Temporary storage <i>(FTR 302-7)</i>		
E. Temporary quarters <i>(FTR 302-6)</i>		
F. Miscellaneous expense allowance (may be paid only when "C" and "G" is authorized) <i>(FTR 302-16)</i>		
G. Non-temporary storage when the assignment is in an isolated location <i>(FTR 302-8)</i>		
Option 2 Total:		
COST COMPARISON RESULTS:		
Check the box for the preferred method of travel reimbursement.		
<input type="checkbox"/>	<input type="checkbox"/>	
Temporary Per Diem Allowance	Limited Relocation Allowances	
Option 1 Total:	Option 2 Total:	
Justification for selection of travel reimbursement (select one):		
1. The method represents the lower cost option and estimated amount.	<input type="checkbox"/>	
2. The method represents the higher cost option but will be limited to the amount of the lower cost option.	<input type="checkbox"/>	
3. The method represents the higher cost option and the higher estimated amount. (Requires IC EO signature below) EXCEPTION: In a case where the lower cost option is not selected and the higher cost option cannot be authorized at the lower cost because that amount is deemed insufficient, a detailed justification for any increase in the corresponding amount authorized is to accompany this worksheet and completion of the cost comparison exceptions worksheet is required. In this scenario, the IC Executive Officer must sign below.	<input type="checkbox"/>	
Signature of IC Executive Officer: <i>(*Required if option 3 was selected)</i>		Date: