

**BIA - OFFICE OF TRUST SERVICES
PATHWAYS INTERNSHIP PROGRAM**

Relocation Expense Worksheet

Position Title, Series, Grade: _____ Position No.: _____

In order to determine whether relocation expenses will be paid for an employee or outside candidate selected to fill the above-referenced position would be in the government's interest, I considered the factors checked below:

- _____ (1) The quality and quantity of available candidates in the local commuting area;
- _____ (2) The diversity of the local candidate pool;
- _____ (3) Time constraints for filling the position;
- _____ (4) Alternative considerations for meeting the human resource needs, such as details.
- _____ (5) The existence of direct hire authority for the position.
- _____ (6) The need to provide incentives to prospective candidates due to labor shortages, working conditions, or other factors;

If there are other factors limiting conditions, please indicate below:

_____ (7) _____

Based on my consideration of the above factors, I have concluded that it:

_____ **is** _____ **is not**

in the government's interest to pay relocation expenses.

In accordance with the Federal Travel Regulations student interns are not authorized to receive discretionary entitlements for the below:

- _____ N/A (8) TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE: Temporary quarters may be authorized for 30 up to 60 days and should be regarded as an expedient to be used only if necessary until the employee can move into permanent residence quarters. (Note: An additional period of 60 days may be requested by the employee and authorized when the Agency head determines the employee has compelling reasons for continued occupancy).
- _____ N/A (9) HOUSEHUNTING TRIP: Payment of travel and transportation expenses of employee & spouse or either of them, to seek residence quarters, may be authorized when circumstances warrant. The duration of HHT *may not exceed 10 days and will be deducted from first 30 days temporary quarters allowance if TQSE has been authorized.*
- _____ N/A (10) USE OF A RELOCATION SERVICES COMPANY: The availability of funds for payment of all travel and relocation expenses, including authorization of the contractor-provided home sale through GSA, with estimated costs ranging from 11.00% to 30.85% of the appraised home value. (i.e., Value of Home: \$85,000 x 30.85% = \$26,222)

Cost code to charge PCS travel

Fiscal Year(s): _____
Fund: _____
Fund Center: _____
Functional Area: _____

Management Official's Signature/Date