

Appendix 7: IPA Travel Worksheet

Intergovernmental Personnel Act (IPA)
 Transportation/ Per Diem vs. Limited Relocation Allowances Cost Comparison Worksheet
 (Nonfederal Person)

Name of Assignee: _____ **IC:** _____

In negotiating an IPA agreement, either a temporary per diem allowance or limited relocation allowances may be authorized. This Worksheet is to be completed to determine the most cost effective option and should be submitted for IPA clearance and approval. The following background information is provided to assist in the completing of the cost comparison. Please include this information/data in all such exercises.

Relocation/Per Diem Scenario to Bethesda, MD from: _____ *Enter the city and state from which relocating*
Length of assignment: _____ **Mode of transportation** _____
Household goods (up to 18000 lbs): _____ **lbs.** **Temporary Storage:** _____ **days:**
Immediate family members ___Spouse___; ___dependents___; *(Enter the number of dependents who are 12 or older. ___over age 12)*

OPTION NO. 1: Temporary Per Diem Allowance

Estimated Costs

- A) En route transportation of the assignee (to and from i.e., round trip) _____
- B) En route per diem of assignee _____
 (if applicable, i.e., 12 hour rule must be met) – (FTR 302-4.200)
- C) Temporary Per Diem Allowance at the assignment location _____
 Reduced Per Diem (See attached Samples)
 Reduced Per Diem (See attached Samples)
 Day 1– 90: Lodging for Temporary Duty (TD) station - @ 70%
 Day 91-180: Lodging for TD station @ 60%
 Day 181-Duration: Lodging for TD station @ 50%
- M&IE to be reduced in line w/ HHS MC 5-00-30. _____

Grand Total (OPTION No. 1): **\$**_____

OPTION NO. 2: Limited Relocation Allowances

Estimated Costs

- A) En route transportation of the assignee and immediate family (to and from i.e., round trip) _____
- B) En route per diem of the assignee and immediate family to and from assignment location (if applicable, i.e., 12 hour rule must be met) – (FTR 302-4.200) _____
- * C) Shipment of household goods – (to and from) (FTR 302-7) _____
- D) Temporary storage – (FTR 302-7) _____
- E) Temporary quarters – (FTR 302-6) _____
- F) Miscellaneous expense allowance (* may be paid only When “C” or “G” is authorized) (FTR 302-16) _____
- * G) Non-temporary storage when assignment is in isolated _____

Location – (FTR 302-8) _____

Total: \$ _____

** 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 this IPA agreement.

OPTION NO. 1:
Temporary Per Diem Allowance
(Enter estimated costs from page 1)

OPTION NO. 2:
Limited Relocation Allowances
(Enter estimated costs from page 1)

\$ _____ vs. \$ _____

COST COMPARISON RESULTS:

Display the applicable statement in Item 33A, Part 12–Travel and Transportation Expenses and Allowances, HHS Modification to Form OF-69. EXAMPLE Statement:

Below, enter only one total dollar amount, reflecting the above selected option.

- A. Per diem @ \$ _____
- Or,
- B. Limited Relocation Allowances @ \$ _____

Place “x” in applicable box below to support above selection.

- 1) The above selected method represents the lower cost option and estimated amount.
- 2) The above selected method represents the higher cost option but will be limited to the amount of the lower cost option.
- 3) The above selected method represents the higher cost option and the higher estimated amount (See EXCEPTION below)

If either Box No. 1 or No. 2 above is true, no pre-authorization signature is required below.

If Box No. 3 above is true, then the following exception applies:

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.

Signature of IC Executive Officer

Date