|  |  |  |
| --- | --- | --- |
| **Data Elements** |  | **Requested Data** |
| **Househunting Trip (HHT)** - a roundtrip made by the employee and/or spouse to the new official station locality to find permanent living quarters to rent or purchase. Expenses include transportation and per diem (Lodging/Meals) |  | Total number of employees who was authorized either a fixed or actual expense HHT |
|  |  |  |
| **Direct Residence Sales** - an allowance for expenses incurred in connection with a residence transaction for the sale of one residence at the old official station and claiming expense under the FTR direct process. |  | Total number of employees who sold a residence at the old duty station and used the FTR direct reimbursement process |
|  |  |  |
| **Vendor Residence Sales** - The use of a Relocation Service Company to assist in expenses incurred in connection with a residence transaction for the sale of one residence at the old official station and expenses are paid under a vendor contract process. |  | Total number of employees who sold a residence at the old duty station and used the Relocation Service Company process |
|  |  |  |
| **Residence Purchases** - an allowance for expenses incurred in connection with a residence transaction for the purchase of one residence at the new official station and claiming expense under the FTR direct process. |  | Total number of employees who purchased a residence at the new duty station and used the FTR direct reimbursement process |
|  |  |  |
| **Household Goods (HHG)** Shipment - the movement of up to 18,000 pounds net weight of employees property from old to new official station |  | Total number of employees who shipped HHG's under the commuted rate or actual expense method |
|  |  |  |
| **Household Goods (HHG) Storage in Transit (SIT)** - HHG placed in temporary storage at origin, in transit, at destination, or any combination thereof for up to 60 days NTE 150 Days CONUS / 90 days NTE 180 OCONUS |  | Total number of employees who had HHG's placed in temporary storage |
|  |  |  |
| **Household Goods (HHG) Extended Storage** - HHG placed in extended (long term) storage while assigned to a TCS or OCONUS location NTE the length of the tour of duty |  | Total number of employees who had HHG's placed in extended storage |
|  |  |  |
| **Temporary Quarters Subsistence Expenses (TQSE)** - subsistence expenses incurred by an employee and/or immediate family while occupying temporary quarters |  | Total number of employees who authorized either a fixed or actual expense TQSE |
|  |  |  |
| **Miscellaneous Expense Allowance (MEA)** - an expense to help defray some of the costs incurred due to relocating that are not covered by other relocation benefits |  | Total number of employees who was authorized a fixed or actual expense MEA |
|  |  |  |
| **Relocation Income Tax Allowances (RITA)** - a allowance to reimburse an employee substantially all of the additional Federal, state, and local income taxes incur as a result of any taxable relocations benefits received ,by either a Withholding Tax Allowance (WTA) or a final RITA payment |  | Total number of employees who was authorized RITA |
|  |  |  |
| **Enroute Travel to New Duty Station** - Transportation and Per Diem expenses for the number of authorized travel days for the employee and immediate family members to travel from old to new official station |  | Total number of employees who relocated to the new duty station |
|  |  |  |
| **Total Relocation** - the yearly number and overall cost of agency relocations for employees who relocated from one official station to another |  | Total number of employees authorized relocation benefits |