

This material is part of a collection that documents the harassment, discrimination, and retaliation perpetrated against Alaska's women research scientists by their supervisor, with full knowledge (and arguably, "tacit approval") of their federal employer, the USDA Agricultural Research Service (ARS)

Bower, Cindy

From: Bower, Cindy
Sent: Wednesday, June 09, 2010 3:35 PM
To: Contento, Janis
Subject: RE: TQSE Form

Thanks for the information.

I just found out that my household goods will be delivered tomorrow. I applied for 4 hrs of Admin Leave to cover the process. (I hope it flies.)

This is great! Now the cats will have a house full of boxes to play in.

CKB

From: Contento, Janis
Sent: Wednesday, June 09, 2010 3:27 PM
To: Bower, Cindy; Bechtel, Peter
Cc: JacksonBeitia, Lisa
Subject: FW: TQSE Form

Hi,

In reference to forms needed for filing enroute travel and sale/purchase of a house reimbursement. I've cc. Lisa for her comments.

- 1.) Make sure you have a copy of your relocation authorization.
- 2.) AD-616R. Travel Voucher. You will need to submit receipts for lodging, and any expenses over \$35.00. I can look over before you send it to me.
 - a. You will use this form to claim your enroute travel and temporary quarters (TQSE). You can submit your first 616R for just enroute/misc expense travel or submit your voucher for enroute/misc expense/TQSE.
 - b. Section A. Fill in all blocks. Leave blocks 5 & 6 & 7 blank.
 - c. Section B. X beside Salary Address. Do not fill in anything else or you'll be waiting on a check.
 - d. Section C. If paid by traveler, complete Section G.
 - e. Section D. Self explanatory. Some of these figures transfer to this section from page 2.
 - f. Section E. Leave blank. Paid off accounting line indicated on authorization.
 - g. Section F. When complete, sign, and fedex to me. Needs to be signed by Alberto. I will be contact person in block 60.
 - h. Section G. Enroute travel dates, from/to, ending each night of enroute travel. Insert lodging amount (without tax). Insert any other applicable expense that is authorized on your relocation authorization. You can also show miscellaneous expense in blank (see authorization for amount).
- 3.) AD-424. Sale or Purchase of House (of both).
 - a. See instructions on top of the form.
 - b. Page 2 gets a little tricky. I can look at your back-up and work with you on this form. Let me know.
 - c. From previous ones I've help complete, here's what I've advised. Beware, your form may be different ~ plus you may have paid for additional items.
 - i. Item 1 matches to block 202 on Settlement Statement SS.
 - ii. Item 4 matches to block 213 on SS.

- iii. Item 5 matches to block 801 on SS.
- iv. Item 6 matches to block 1101 on SS.
- v. Item 8 matches to block 1108 & 1111 on SS.
- vi. Items 9. Did you have an engineer's report ~ when required

by mortgagee-lender.

- vii. Item 12 matches to block 804 on SS.
- viii. Item 13 matches to block 1201 on SS.
- ix. Item 17: Block 807 & 1105? Any charges?
- x. Item 17: Block 1102. Electronic document fee?

Let me know if you have items that you are not sure of.

§302-11.200 What residence transaction expenses will my agency pay?

Provided that they are customarily paid by the seller of a residence at the old official station or by the purchaser of a residence at the new official station, your agency will pay the following expenses:

(a) Your broker's fee or real estate commission that you pay in the sale of your residence at the last official station, not to exceed the rates that are generally charged in the locality of your old official station;

(b) The customary cost for an appraisal;

(c) The costs of newspaper, bulletin board, multiple-listing services, and other advertising for sale of the residence at your old official station that is not included in the broker's fee or the real estate agent's commission;

(d) The cost of a title insurance policy, costs of preparing conveyances, other instruments, and contracts and related notary fees and recording fees; cost of making surveys, preparing drawings or plats when required for legal or financing purposes; and similar expenses incurred for selling your residence to the extent such costs:

(1) Have not been included in other residence transaction fees (i.e., brokers' fees or real estate agent fees);

(2) Do not exceed the charges, for such expenses, that are normally charged in the locality of your residence;

(3) Are usually furnished by the seller;

(e) The costs of searching title, preparing abstracts, and the legal fees for a title opinion to the extent such costs:

(1) Have not been included in other related transaction costs (i.e., broker's fees or real estate agency fees); and

(2) Do not exceed the charges, for such expenses, that are customarily charged in the locality of your residence.

(f) The following "other" miscellaneous expenses in connection with the sale and/or purchase of your residence, provided they are normally paid by the seller or the purchaser in the locality of the residence, to the extent that they do not exceed specifically stated limitations, or if not specifically stated, the amounts customarily paid in the locality of the residence:

(1) FHA or VA fees for the loan application;

(2) Loan origination fees and similar charges such as loan assumption fees, loan transfer fees or other similar charges not to exceed 1 percent of the loan amount without itemization of the lender's administrative charges (unless requirements in [§302-11.201](#) are met), if the charges are assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee;

(3) Cost of preparing credit reports;

(4) Mortgage and transfer taxes;

(5) State revenue stamps;

(6) Other fees and charges similar in nature to those listed in [paragraphs \(f\)\(1\) through \(f\)\(5\)](#) of this section, unless specifically prohibited in [§302-11.202](#);

(7) Charge for prepayment of a mortgage or other security instrument in connection with the sale of the residence at the old official station to the extent the terms in the mortgage or other security instrument provide for this charge. This prepayment penalty is also reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender, but in that case the reimbursement may not exceed 3 months' interest on the loan balance;

(8) Mortgage title insurance policy, paid by you, on a residence you purchased for the protection of, and required by, the lender;

(9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of the property; or if the cost of the owner's title insurance policy is inseparable from the cost of other insurance which is a prerequisite;

(10) Expenses in connection with construction of a residence, which are comparable to expenses that are reimbursable in connection with the purchase of an existing residence;

(11) Expenses in connection with environmental testing and property inspection fees when required by Federal, State, or local law; or by the lender as a precondition to sale or purchase; and

(12) Other expenses of sale and purchase made for required services that are customarily paid by the seller of a residence at the old official station or if customarily paid by the purchaser of a residence at the new official station.

§302-11.202 What residence transaction expenses will my agency not pay?

Your agency will not pay:

- (a) Any fees that have been inflated or are higher than normally imposed for similar services in the locality;
- (b) Broker fees or commissions paid in connection with the purchase of a home at the new official station;
- (c) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property and optional insurance paid for by you in connection with the purchase of a residence for your protection;
- (d) Interest on loans, points, and mortgage discounts;
- (e) Property taxes;
- (f) Operating or maintenance costs;
- (g) Any fee, cost, charge, or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, Pub. L. 90-321, as amended, and Regulation Z issued by the Board of Governors of the Federal Reserve System (12 CFR part 226), unless specifically authorized in [§302-11.200](#);
- (h) Expenses that result from construction of a residence, except as provided in [§302-11.200\(f\)\(10\)](#); and
- (i) Losses, see [§302-11.304](#).

§302-11.300 Is there a limit on how much my agency will reimburse me for residence transactions?

Yes, your agency will reimburse you no more than:

- (a) Ten percent of the actual sales price for the sale of your residence at the old official station; and
- (b) Five percent of the actual purchase price of the residence for the purchase of a residence at the new official station.

§302-11.302 What documentation must I submit to my agency to request reimbursement for the sale of a former residence or the purchase of a new one?

To request reimbursement for the sale of a former residence or the purchase of a new one, you must submit to your agency:

- (a) Copies of your sales agreement when selling a residence;
- (b) Your purchase agreement when purchasing a residence;
- (c) Property settlement documents;
- (d) Loan closing statements; and
- (e) Invoices or receipts for other bills paid.

Remember: Your W-2 will show moving allowances taxable. You must file an AD-1000 once it appears or NFC will send you a letter for reimbursement. Another 616R is needed for this process.

Let me know if you have any questions. jc

From: Contento, Janis
Sent: Monday, April 26, 2010 1:35 PM
To: Bechtel, Peter; Bower, Cindy
Cc: JacksonBeitia, Lisa
Subject: TQSE Form

Greetings,

The rate for Temporary Quarters in Kodiak is based on the "normal" per diem rate. That rate is: \$141.00 for lodging, \$64.00 meals, \$16.00 for incidentals.

You'll need to keep a running tally for your 30 day TQSE Allowance. The form is attached.

jc

Janis Contento
Administrative Officer/Contracting Officer's Representative
USDA - Agricultural Research Service
Subarctic Agricultural Research Unit
360 O'Neill Bldg, UAF
Fairbanks, AK 99775
(907) 474-6516 (907) 474-6521 fax
Email Address: janis.contento@ars.usda.gov