

Federal Travel Regulation: PCS for Federal Civilian Employees

Course Number: 5082

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Gain a working knowledge of the *Federal Travel Regulation* (FTR) rules and regulations for permanent change of station (PCS) for federal civilian employees. This course covers personnel travel, the shipment of household goods (HHG), and housing relocation costs. Explore the temporary quarters subsistence expense (TQSE), house-hunting trips (HHT), residence transaction allowance, withholding tax allowance (WTA), and relocation income tax (RIT) allowance. Throughout the course, you will apply the FTR guidance for PCS to real-life scenarios.

Intended Audience

This course is designed for individuals who are involved with processing or certifying federal civilian employees' PCS orders, claims for PCS per-diem travel, transportation or other allowances, or housing relocation. It applies to federal non-DoD civilian employees and their dependents, and other travelers who are authorized to use appropriated funding. It is highly recommended for all federal agency travel management personnel, approving officers, reviewing officials, supervisors, budget analysts, auditors, and anyone who will be making a PCS move.

Client-Provided Facility Requirements

- Internet required for instructor computer

Course Learning Objectives

- Describe the appropriate source of guidance and oversight for travel-related issues
- Determine appropriate travel and moving arrangements
- Describe the expenses associated with shipping common household goods (HHG)
- Apply the requirements for various PCS-related expenses

Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

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DAY ONE

MORNING	Module 1: Travel Regulations
	Module 2: PCS Travel and Transportation
LUNCH	
AFTERNOON	Module 2: PCS Travel and Transportation, continued
	Module 3: Shipping Household Goods

DAY TWO

MORNING	Module 3: Shipping Household Goods, continued
	Module 4: PCS Travel Expenses
LUNCH	
AFTERNOON	Module 4: PCS Travel Expenses, continued
	Exam

Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion, case studies, action planning

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 16

Professional Development Units (PDUs)

- Credits: 14

Continuous Learning Points (CLPs)

Federal Travel Regulation: PCS for Federal Civilian Employees

- Credits: 16

Prerequisites

There are no prerequisites for this course.

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 70% or higher.

Follow-On Resources

- [Appropriations Law Seminar](#)
- [Federal Travel Regulation Workshop: TDY](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/5082>



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