

Service and Reimbursement Agreement

U.S. Department of Housing and Urban Development

Moving Expense Allowances

Complete this form to establish eligibility for payment of travel, transportation, and other moving expenses authorized by 5 U.S.C. 5724 and 5724a.

1. Gaining Service or Staff Service		2. Title and Grade of Position to be Occupied		
3a. Estimated Reporting Date	b. Actual Reporting Date (Complete upon reporting to new duty station)	4. New Official Station	5. Retirement System <input type="checkbox"/> FERS <input type="checkbox"/> CSRS	6. Base Annual Salary \$

I, _____ (type name), hereby agree to remain in the service of the Government for _____ months following the date I report for duty at my new official station as shown in items 3 and 4 above, unless separated for reasons which are beyond my control and are acceptable to the department concerned. In case of violation of such agreement, any moneys expended by the United States on account of travel, transportation, and related moving expenses for myself and immediate family authorized by sections 5723, 5724, and 5724a of Title 5 of the United States Code in connection with my transfer or appointment shall be considered as a debt due the United States.

7. Signature of Employee	8. Date
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Copies 2 thru 5 must contain the actual reporting date.

Distribution of copies 2 thru 5 will be done after the employee reports for duty.

Original to Originating Office; Copy 1 to Accounts (attach to Travel Order); Copy 2 attach to SF-52; Copy 3 attach to SF-50;

Copy 4 to Traveler; Copy 5 attach to Travel Voucher; Copy 6 to Traveler's Administrative Office