



National
Aeronautics and
Space
Administration

Employee Application for Reimbursement of Expenses Incurred for Sale or Purchase of Residence in Conjunction with Change of Official Station

(Federal Travel Regulations (FTR) 302)

INSTRUCTIONS

1. Complete Parts I, II, and III below; enter all applicable amounts and totals on page 2.
2. Attach one complete set of documents required to support claim - sales agreement between buyer and seller, settlement or loan closing statement, invoices and statements to support other items claimed for reimbursement, etc. Do not send original documents; send only copies as they will not be returned. Be sure you have signed the employee certification(s).
3. Prepare and attach a Standard Form 1012, "Travel Voucher." (Record total amount claimed on NASA Form 1338 onto Standard Form 1012.)
4. Submit NASA Form 1338, Standard Form 1012, and supporting documentation to the NASA Shared Services Center. Retain a copy of all forms and documentation for your records.

I. EMPLOYEE - CLAIMANT:

NAME	MAILING ADDRESS	CHECK APPLICABLE BOX IF EARLIER CLAIM FOR REAL ESTATE EXPENSES SUBMITTED FOR THIS TRANSFER. YES <input type="checkbox"/> NO <input type="checkbox"/>
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II. TRANSFER DATA:

USO/OFFICIAL STATION	NEW/OFFICIAL STATION	DATE OF NOTIFICATION OF IMPENDING TRANSFER
TRAVEL AUTHORIZATION DATE	DATE REPORTED TO NEW OFFICIAL STATION	DATE SERVICE AGREEMENT SIGNED

III. RESIDENCE PROPERTY DATA

(AT C@ OFFICIAL GH5 HCB)

(AT B9K OFFICIAL STATION)

COMPLETE ADDRESS OF RESIDENCE		
NUMBER OF DWELLING UNITS ON PROPERTY		
SALE AND/OR PURCHASE PRICE		
DATE OF CLOSING OR SETTLEMENT		
AMOUNT OF EXPENSE BEING CLAIMED		

EMPLOYEE CERTIFICATION(S)

SALE

PURCHASE

I hereby certify that the amount claimed in connection with the above sale represents only amounts actually paid by me. The title to the property was in my name and/or a member of my immediate family and was my residence when officially notified of my transfer consistent with FTR §302-11.

I hereby certify that the amount claimed in connection with the above purchase represents only amounts actually paid by me. The title to the property is in my name and/or a member of my immediate family and is my new residence consistent with FTR §302-11.

(Signature of Employee)

(Date)

(Signature of Employee)

(Date)

**COSTS INCURRED AND PAID IN SELLING RESIDENCE AT LOSING OFFICIAL STATION OR
PURCHASING RESIDENCE AT GAINING OFFICIAL STATION LOCATION**

ITEM	EXPLANATION	C ¹ X ² Residence ³	New Residence
1.	BROKERAGE FEES (HUD I Sect. 700): The sales commission paid to a broker or real estate agent for selling [] a residence. Also, fees for listing a residence and payment for multiple listing service, if not included in commission paid to the broker or agent.		
2.	ADVERTISING (HUD I Sect. 700): Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent.		
3.	LENDER REQUIRED LOAN FEES (HUD I Sect. 800): Expenses paid for loan origination fee (up to 1%), appraisal fee, credit report fee, flood certification, lender's inspection fee, FHA or VA loan application fee.		
4.	LEGAL AND RELATED COSTS (HUD I Sect. 1100): The amounts paid for costs of (1) settlement or closing costs, abstract or title search, title examination, title binder, attorney fees, notary fees; (2) lender's title insurance policy only (as distinguished from a mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy); or title insurance policy where customarily furnished by the seller; (3) endorsements to title policy and (4) miscellaneous charges by attorney, escrow agent or title company.		
5.	GOVERNMENT RECORDING AND TRANSFER CHARGES (HUD I Sect. 1200): Recording fees and State/County/City tax stamps.		
6.	ADDITIONAL SETTLEMENT CHARGES (HUD I Sect. 1300): Survey; pest inspection; or home inspection (when required by lender and/or title company; evidence must be provided).		
7.	OTHER INCIDENTAL EXPENSES		
TOTAL - C¹X² RESIDENCE		<u>1-3</u>	
TOTAL - NEW RESIDENCE			<u>1-3</u>

NOTE: In accordance with Federal Travel Regulations §302-11.202, costs of insurance against damage or loss of property, maintenance and operation costs and property taxes are not reimbursable. Also mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. Notwithstanding the above, no fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title 1, Public Law 90-231, and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System.

FOOTNOTES:

- 1/ The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 10% of sale price.
- 2/ The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 5% of purchase price.
- 3/ If property is multiple family unit type (excluding condominium), expenses will be prorated and allowed for residence unit only.



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