

## Standards for Moving and Relocation Expenses

### **1.1 Overview**

This is a post-employment benefit, it cannot be paid in advance, nor can payment be expected prior to the first pay period after a new employee's start date.

Reasonable expenses for transporting the household goods of an employee and members of his or her household may be reimbursable from all funds available pursuant to OSBM State Budget Manual 6.6.

There are two methods of payment:

- Moving and Relocation Expense Reimbursement
- Moving Allowance

There are two forms based on the type of moving expense payment:

- Moving Expense Reimbursement Pre-Approval Request –

from state funds only when:

A change of residence or relocation is deemed to be in the best interest of the University and is for the advantage and convenience of the hiring department.

Move is accomplished within 90 days. The Chancellor or designee(s) may approve an extension beyond 90 days. The new duty station for existing employees is 50 miles or more from either the employees existing (or prior) duty station or residence, whichever is closer to the new duty station.

The new hire to state employment is 50 miles or more from their existing residence.

The moving expense reimbursements for the new hire are pre-approved by the Chancellor or designee(s).

### **1.3 Expenses Reimbursement**

Maximum reimbursement for various categories of costs is enumerated in this section. Any additional costs must be borne fully by the employee.

#### **1.3.1 Moving of household and personal goods**

Reimbursement for movement of household and personal goods includes items such as furniture, clothing, and personal effects. Any items that require special handling and/or packing, such as an animal, a boat, airplane, motor vehicles, antiques, satellite dish, campers, woodworking equipment, workshop items, heavy machine equipment, and building materials are not considered as household or personal goods. Reimbursement includes, and is limited to, the cost of actual packing, transporting, and unpacking of a maximum of 15,000 pounds. If the move is on a weight basis (50 miles or more), the maximum cost to be reimbursed can be no more than the lowest available regulated tariff rates. If additional storage is required for any such items, it is the responsibility of the employee and is not reimbursable.

Total transportation charge on any shipment shall be no more than the charge that would apply on the same shipment under the next greater unit of weight at a rate applicable to such next greater unit of weight.

When a shipment exceeds 15,000 pounds, reimbursement shall be based upon the tariff rate of 15,000 pounds, provided reimbursement does not exceed actual poundage costs.

Except as otherwise provided specifically herein, reimbursement may be made only for basic services performed by the carrier. No



efficient for the University and the total house hunting trips do not exceed 6 days, 3 nights. Subsistence for meal costs as shown in the State Budget Manual travel section for each member of the family per trip. If overnight lodging is necessary, subsistence for the following day is allowable. Lodging is limited to one double room.

### **For day of moving**

Mileage calculated at the University rate for a one-way automobile trip (a maximum of two cars). Subsistence for meal costs as shown in the State Budget Manual travel section for each member of the family. Employees have two days to complete the move. If overnight lodging is necessary, subsistence for the following day is allowable. Lodging is limited to one double room. The department head or his/her designee can approve any additional time needed.

### **New duty station**

Subsistence at the new duty station is not to exceed five days a week (Monday-Friday or a consecutive five-day period, if working a nontraditional schedule). Mileage is limited to one-round trip per week from the employee's current residence to the new duty station, subject to state travel laws and regulations, from the time he or she begins work until he or she moves into the new residence, not to exceed a total of 40 consecutive working days, excluding any leave time.

## **1.4 Procedure for Moving and Reimbursement**

### **1.4.1 Procedure for Moving**

Prior to incurring any expenses, the employee will submit a [\*Moving and Relocation Expense Authorization\*](#) request to the Chancellor or designee(s).

**Moving by commercial movers:** the request shall include bids from three movers and an estimate of other allowable expenses. These regulations require competitive bids that do not exceed the tariff rates and charges as published and filed with the North Carolina Utilities Commission. Bidders must have all required State and federal licenses and insurance.

Bids included in the request should include:

Shipment weight; Number of cartons;



is not required for an allowance payment, only a reimbursement payment. Any request to exceed the \$5,000 allowance shall require the approval of the Chancellor. No supporting documentation is required; however, it is recommended the employee keep receipts for expenses incurred. Employees receiving an allowance shall not be eligible to receive additional amounts for appliance connections noted in section 1.3.3 hereinabove, or other reimbursable items noted in section 1.3, including but not limited to employee subsistence and travel. Request for payment of the moving allowance should be submitted to the Controller's Office on the [Moving Expense Reimbursement/Allowance Request form](#). Note: moving allowances can be paid from non-state funds only.

### **1.5.2 Policies Applicable to both Reimbursements and Allowance**

No moving-related expenses can be paid directly to an employee or to a vendor (e.g., via p-card, Cata

# Standards for Moving and Relocation Expenses and Hiring

Moving Expense  
Negotiation At Time  
of Job Offer  
\$5000 Cap

