

Standards for Moving and Relocation

1.1 Overview

Reasonable expenses for transporting the household goods of an employee and members of his or her household may be reimbursable from all funds available in pursuant to OSBM State Budget Manual 6.6. The entire amount of the moving and relocation expense reimbursements are considered additional taxable compensation and are processed through Payroll. Lump sum undocumented moving and relocation allowance is not permissible from any funding sources.

1.2 Conditions and Limitations

An employee's moving expenses may be reimbursed by the University 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 reimbursement may be made for expedited service, space reservation, or other special or non-routine services by the carrier.

1.3.1.1 Excess weight authorization

When due to extraordinary circumstances the total weight exceeds the maximum weight allowable, (15,000 pounds) a request for reimbursement for this excess, which sets forth in detail the nature of such extraordinary circumstances, may be granted by the Chancellor or her designee(s).

1.3.2 Insurance

Reimbursement of transit insurance costs, in addition to those included in the carrier's required base coverage of 60 cents per pound per article, is limited to \$1.25 per pound per article, and coverage for up to 15,000 pounds. Additional coverage is the responsibility of the employee and is not reimbursable.

1.3.3 Appliance Connections

The reasonable costs of disconnection of appliances, as defined in this section, at the old residence and reconnection or reinstallation of the same appliances at the new residence, by the carrier or by a service company may be allowed up to a maximum of \$200. This would include items typically found in performing household operations such as electrical, water, gas hook-up, household appliances, and connection of a single telephone. This would not include items considered unnecessary to household operations such as television antennas, cablevision connection, satellite dish, nor any type of power tools or other equipment associated with home workshops, hobbies, or other activities. Also, utility deposits or the running of utility lines are not reimbursable expenses by the employing agency.

1.3.4 Mobile homes

In lieu of an allowance for loading, unloading and insurance coverage, charges not to exceed a total of \$500 are allowable for the following costs associated with the movement of mobile homes utilized as the employee's residence:

- Blocking and unblocking;
- Anchoring and skirting;
- Movement of air conditioners and utility buildings;
- Wheel rental.

Claims for reimbursement for such services, whether performed by the carrier or a service company, must be supported by itemization on the bill of lading or on paid receipts, as applicable, detailing in either case the appliances serviced, the work done, and the individual cost of each such service. Such services performed by the carrier, and for which he or she assumes complete responsibility, may be reimbursed at the applicable tariff rates, and must be further supported by an affidavit signed by the employee verifying that the carrier performed the services.

1.3.5 Employee Travel and Subsistence

Reimbursement for travel expenses incurred in moving the employee and his or her family from the old residence to the new residence is authorized as follows:

- **For locating new residence**
Transportation, mileage calculated at the statutory rate for a maximum of three round trips by automobile with each trip not to exceed two days (2 days, 1 night) with the total house hunting trips not to exceed 6 days (6 days, 3 nights). The Chancellor or her designees may approve an exception to the two days limit on each trip if the extended trip is more cost 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 statutory 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.

1.3 Procedure for Moving and Reimbursement

1.3.1 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;
- Charges for loading and unloading;
- Cost of transit insurance coverage.

Transportation and loading shall be governed by the rules and regulations as contained in tariffs on file with the North Carolina Utilities Commission. The department head or designee should accept the low bid unless judged not to be the State's advantage and interest.

Any exceptions to Procedure for Moving must be documented in a Memo and must be approved by the Chancellor or her designees.

Moving by other methods: the actual cash expenditure made by an eligible employee in moving his household goods by another method such as non-licensed mover, rental trailer or truck is permissible, provided such reimbursement does not exceed that which would have been made if a regulated common carrier had been used. It is the responsibility of the department head or designee to determine if this method is cost effective before approval is granted. At least one bid from a commercial mover is required to aid the department head or designee for decision making unless an exception is approved by the department head or designee.

1.3.2 Procedure for Reimbursement

Upon the completion of the move, the employee may submit to the Tax Compliance Office a reimbursement request consisting of:

- A bill of lading from the carrier which shows the actual rates and charges for transporting, loading and insurance, itemized by miles, loading charges with numbers and sizes of cartons, insurance coverage, and appliance disconnections and connections, if applicable.
- Fully approved *Moving and Relocation Authorization*
- *Moving and Relocation Expense Log*
- Request for Direct Payment form
- Receipts

Revised: 07/29/2019