



Chapter 60 - Moving Expenses

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60.10 Moving Expense Policies

60.10.10

Jan. 1, 2000

Agencies may pay moving expenses under certain conditions

An agency may pay the moving costs of qualified or transferred employees subject to requirements and restrictions in this chapter. (RCW 43.03.110 and RCW 43.03.120).

60.10.20

Jan. 1, 2000

Qualified employees – Transferred employees

Relocation expenses may be paid to current employees who are being transferred at the request of the agency. However, the agency is responsible for ensuring that the transfer of a new employee is not used as a means to avoid other aspects of the moving expense regulations.

60.10.30

July 1, 2000

Qualified employees – New employees

60.10.30.a

Any agency may pay the moving expenses of a qualified new employee hired in a permanent position who must move to accept state employment, pursuant to mutual agreement with the employee in advance of such employment. The payment of moving expenses for a new employee is normally limited to executive, professional, administrative personnel in supervisory positions, or other personnel having both executive and professional status.

60.10.30.b

No offer or agreement for payment of moving expenses is to be made for a new employee in classified service (RCW 41.06) prior to certification from an eligible register, except through appropriate public announcement by the Department of Personnel or other corresponding personnel agency (RCW 41.06).

When there is an inability to fill a lower level position, and the filling of the position is essential to carrying out the critical work of an agency, the agency can pay moving expenses as a recruiting aid. The requesting agency director is accountable for the action and required to have appropriate documentation. The documentation should include:

- Prior recruiting efforts made to fill the position,
- The number of candidates available,
- Salary differences between the state position and comparable positions in industry or other states,
- The distance the applicant needs to move in order to accept state employment,
- Other related evidence which supports the need to pay moving expenses,
- The critical nature of the work, and
- The financial ability of the agency to pay the moving expenses.

60.10.30.c

If a new employee terminates or causes termination of his/her employment with the state within one year of the date of employment, the state shall be entitled to reimbursement for the moving costs which have been paid and may withhold such sum as necessary from any amounts due the employee. (RCW 43.03.120)

60.10.40
January 1, 2004

Agency head responsibilities

The *agency* head or authorized designee is responsible for:

1. Authorizing the move and approving the expenses to be allowed by the *agency* under the rules described in this section.
2. Utilizing mandatory state contract(s) as obtained and managed through Department of General Administration, Office of State Procurement.
3. Completing and signing the Relocation Authorization (form A33) or submitting the move request through the automated notification website if NOT using a mandatory state contract. The “Automated Move Notification” is located at <http://www.ga.wa.gov/pca/moving.htm>. If you are not signed up for this system contact the State Traffic Manager of the GA, OSP.

If you do not use the mandatory state contract or the “Automated Move Notification,” you must FAX a signed A33 Form (Relocation Authorization) and a signed A15A (Purchasing Requisition) to GA, OSP.

60.10.50
July 1, 2000

Responsibilities of the State Employee

The employee is responsible for:

1. Reading the Department of General Administration Moving Expense Regulations and Guide.
2. Signing the A33 Relocation Authorization Form
3. Paying moving expenses not reimbursable within these regulations. (A payroll deduction authorization is part of the A33 form.)

The Guide and Authorization Form may be accessed at
<http://www.ga.wa.gov/pca/moving.htm>.

60.10.60
January 1, 2004

Responsibilities of the State Traffic Manager of the Department of General Administration

60.10.60.a

All agency requests for the purchase of material, equipment, supplies and services must be processed through the Department of General Administration, Office of State Procurement (OSP) (RCW 43.19), unless the OSP has assigned mandatory state contract(s) or has specifically delegated your agency direct authority to do so.

60.10.60.b

The State Traffic Manager is responsible for:

1. Obtaining, managing and maintaining mandatory state contract(s) for the transportation of household goods for agency direct usage.
2. Arranging for the transportation of household goods, when necessary, upon receipt of a properly approved Relocation Authorization (Form A33) or receipt of the automated notification request. For further guidance, contact OSP.
3. Receiving and reviewing carrier invoices prior to payment and reimbursement by the agency for an employee not yet a member of a classified service or if NOT using a mandatory state contract(s).

60.10.60.c

Office of State Procurement Moving Guidelines (Form A33 and the automated notification request) may be found at
<http://www.ga.wa.gov/pca/moving.htm>.



60.20

Allowable Moving Costs

60.20.10

July 1, 2007

Allowable moving costs

Allowable moving costs include the costs to move household goods, personal effects, and property used in a dwelling, and normal equipment and supplies used to maintain the dwelling from the old residence to the new station within the state. However, refer to Subsection 60.20.20 for items specifically **excluded** from allowable moving costs.

Agencies have discretion to reimburse employees for containers, time spent packing, moving the household goods to the new location, and unpacking. Allowable moving costs include:

60.20.10.a

Common Carrier Costs

1. An agency may purchase common carrier transportation for a new or transferred employee, his/her spouse, and their dependents from the employee's former residence to their new official station/residence.
2. Agencies may pay the cost of moving up to 16,000 pounds of household goods via common carrier, including a reasonable allowance for packing, unpacking, and if authorized by the agency, up to 90 days storage in transit. Storage may be paid at point of origin, destination point of the move, or both, but shall not exceed a total of 90 days.
3. Charges by common carrier for appliance disconnection's and hookups.
4. Insurance or transit protection costs. The maximum amount of state provided insurance is \$75,000 for intrastate and \$100,000 for interstate and international per move while in transit, storage-in-transit, and delivery to or from the common carrier's storage warehouse. All adjustments of losses are to be based upon the replacement value of the items claimed. Coverage in excess of \$75,000 for intrastate moves and \$100,000 for interstate and international moves may be secured at the employee's expense.

60.20.10.b

Costs to Rent Moving Equipment (Self moves)

1. The maximum allowable moving costs using rental equipment or employee direct hire of a common carrier may not exceed the cost of moving a maximum of 16,000 pounds of household goods between the

same origin and destination points by common carrier. If the employee estimates that costs of the rental or direct hire of a common carrier will be less than \$10,000, the employee can select the rental unit or common carrier, and pays the rental or common carrier.

Items allowable for reimbursement include: rental of vehicle(s), fuel costs for the rental vehicle, packing materials, equipment rental, toll bridge/road fees, ferry charges, labor fees (associated with packing, loading/unloading). Receipts are required to be submitted for all items over \$50. Ferry charges and bridge/road tolls do not require receipts. It is not necessary for the agency to submit the receipts to the Department of General Administration (GA), Office of State Procurement. The employee shall submit the original receipts directly to the hiring agency for reimbursement.

If the employee estimates that the costs will exceed \$10,000, the employee must first obtain three competitive bids. The hiring agency must forward copies of the bids and receipts to the Office of State Procurement for approval prior to reimbursing the employee at the rate of the lowest bid. Reimbursement is limited to the lowest bid or the state contracted rate, whichever is less.

2. Allowable moving costs may include a mileage allowance for towing a trailer by personal automobile and is to be paid at the standard mileage rate. Agencies should consult IRS regulations regarding the taxation of these payments.
3. Office of State Procurement cannot provide transit insurance for household goods moved by the employee in a rental unit or for household goods moved by a common carrier hired directly by the employee. The employee may secure and be reimbursed for the cost of transit insurance up to a maximum of \$75,000 coverage on such household goods, or the same amount of coverage at the state contracted rate, whichever is less for intrastate moves and \$100,000 for interstate and international moves.

60.20.10.c

Costs related to move by state-owned vehicle

1. It is the responsibility of the *agency* to provide an experienced truck driver when the employee does not have adequate truck driving experience. The driver of the state-owned vehicle is to possess a valid driver's license.

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2. Transit insurance cannot be provided by the Office of State Procurement for goods moved by employees in state-owned motor vehicles. The employee may secure and be reimbursed for transit insurance up to a maximum of \$75,000 coverage on the employee's household goods.

60.20.10.d

Costs related to moving mobile homes

Moving expenses may be paid for a mobile home which is the primary residence of the employee, provided the move is not within the same metropolitan area. The maximum allowable moving costs may not exceed the cost of moving a maximum of 16,000 pounds of household goods between the same origin and destination points by common carrier. Allowable moving costs are:

1. The cost of having the mobile home moved by a professional mover and set up at the new location. This may include a combination of costs resulting from moving household goods by common or other carrier and moving the mobile home by a professional mover.
2. Packing of contents of the mobile home and normal preparation of the mobile home for the over-the-road movement.
3. Transit insurance cannot be provided by the Office of State Procurement for mobile home moves. The employee may secure and be reimbursed for transit insurance up to a maximum of \$75,000 coverage for intrastate moves and \$100,000 for interstate and international moves.

60.20.10.e

Per diem and mileage expenses

1. When a new or transferred employee is eligible to be moved at state expense, the agency may authorize a relocation allowance for a temporary period while the employee is moving and looking for a new home. The allowance cannot exceed the Maximum Per Diem Rate for one person at the rates stated in Subsections 10.90.10 and 10.90.20. The lodging portion of the per diem rate shall be reimbursed at actual costs, **as evidenced by a receipt**, up to the specific daily maximum allowable lodging rate in effect at the time of travel for the specific area or locality. Agencies should consult Internal Revenue Service regulations regarding the taxability of relocation allowances paid to new or transferred employees.
2. In connection with a single move, agencies may reimburse a new or transferred employee for the expenses related to driving or transporting up to two personal motor vehicles from the employee's old residence to

the new residence. Maximum reimbursement shall be for the distance the motor vehicles were transported or driven using the POV mileage reimbursement rate displayed in Subsection 10.90.20. The employee is responsible for arranging the transportation of his/her personal motor vehicle. Agencies should consult IRS regulations regarding the taxation of these payments.

60.20.10.f **Relocation Compensation**

An agency director may authorize a lump sum relocation compensation payment to an employee under certain circumstances. Refer to Subsection 25.30.60.b.

60.20.20

October 1, 2002

Moving-related costs not allowed as state expenditures

The following items are specifically excluded from allowable moving costs and may not be moved at state expense:

- 60.20.20.a Animals and articles of sentimental or high intrinsic value (defined as an item where value exceeds \$100 per pound). The employee is to personally arrange for and pay the cost of transportation of items such as jewelry, ammunition, negotiable, and collectors items.
- 60.20.20.b Excessive hobby material and equipment, farming equipment, automobiles (also refer to Subsection 60.20.10.e.2), motorcycles, boats, airplanes, camping vehicles, and mobile homes which are not the primary residence of the employee, explosives and other dangerous goods, property liable to damage the mover's equipment or other property, perishable foodstuffs subject to spoilage, building materials, fuel or other similar non-household articles.
- 60.20.20.c Wrecker services necessary to place a mobile home in position for over-the-road movement; tire failure, temporary carriage or the installation of a removable undercarriage; movement or replacement of outside fuel tanks; and any costs incurred to bring the mobile home up to safety requirements for over-the-road movement.
- 60.20.20.d Penalties imposed by a carrier, rental agency, or mover as a result of negligence by the employee.
- 60.20.20.e Maid service or other third party convenience or services of a similar nature.



60.30 Paying Moving Costs

60.30.10

Jan. 1, 2000

Employee is responsible for certain costs

The employee is responsible for paying moving expenses in excess of the allowable costs defined in Section 60.20 of this manual.

When the total charges exceed the allowable costs, the State Traffic Manager of the Office of State Procurement will advise the agency of the proportionate share of the costs to be borne by the state and by the employee. Charges are to be prorated on the basis of a ratio of the maximum weight allowed in Subsection 60.20.10 to the total weight and will include all allowable costs essential to the physical move of goods as a single unit.

60.30.20

Jan. 1, 2000

Reviewing, approving and paying the common carrier invoice

Prior to payment of the carrier invoice, the employee and the *agency* are to review the invoice and indicate agreement or disagreement with the specified charges. In the event that either the employee or the *agency* feels that the charges are in error, a written notice of the dispute is to be filed with the State Traffic Manager for resolution. The State Traffic Manager is to notify the carrier upon receipt of a notice of dispute.

Agencies are to pay the entire amount of the uncontested carrier invoice and separately recover the employee's proportionate share of the cost of the move.

60.30.30

July 1, 2000

Employees requesting moving services must use a payroll deduction

60.30.30.a

New or transferred employees requesting moving services are to execute a payroll deduction (Form A33), prior to the State Traffic Manager of the Office of State Procurement securing moving services. The payroll deduction authorizes the employing *agency* to withhold the total amount of the employee's share of the cost of the move commencing the first pay date after payment of the uncontested carrier's invoice by the agency.

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60.30.30.b The deduction from the employee's pay for the employee's share of moving costs (if any) is to be made after withholding of mandatory payroll deductions but prior to withholding any voluntary payroll deductions. Mandatory payroll deductions are defined as:

- Federal Income Tax.
- Employee's Share of OASI Contributions.
- Medical Aid Contributions.
- Mandatory Retirement Contributions.
- Court Ordered Payments served on the *agency*.
- Employee's share of medical insurance.

60.30.30.c This payroll deduction authorization is to remain in force until the total amount of the employee's share of the cost of the move has been recovered.

60.30.30.d New or transferred employees who do not execute a payroll deduction authorization prior to the authorization of the move will be responsible for arranging their own move and making full payment directly to the carrier. The state will reimburse the employee under this circumstance for either the amount the state would have paid if the move had been arranged through the State Traffic Manager of the Office of State Procurement or the actual cost incurred by the employee, whichever is less.

60.30.40

July 1, 2007

The agency pays for insurance

The premium for the state household goods blanket insurance policy for up to \$75,000 for intrastate moves and \$100,000 for interstate and international moves will be provided at no additional cost under contract.

60.30.50

Jan. 1, 2000

Damage claim procedure

The employee should understand that any claim for loss or damage must be negotiated directly between the employee and the mover and/or insurance carrier. The State Traffic Manager of the Office of State Procurement will provide claim forms to the employee for goods moved by common carrier, and will assist the employee and the carrier in resolving any dispute.