


<b>SUBJECT</b> <b>MOVING EXPENSES</b>	<b>POLICY NUMBER</b> <b>5.10</b>	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief, Bureau of Personnel Services		
<b>PURPOSE/SCOPE:</b> To define the requirements and procedures for payment of member moving expenses.		

## I. AUTHORITY

Rule Chapter 69I-40.002 (14), Florida Administrative Code, Requirements, Employee Moving Expenses

Section 216.262 (1)(f), Florida Statutes, Authorized Positions

## II. DEFINITIONS

- A. Contract Mover- Contact the Bureau of Purchasing and Contracts at (850) 617-3203 for current information on service providers.
- B. Household Goods- Personal effects and property used or to be used in the member's dwelling.
- C. Mobile Home- Any vehicle which is used as a home by a member.
- D. Moving Expenses- The cost of packing and shipping household goods or a mobile home.

## III. POLICY

The Department may pay certain moving expenses of any member (excluding OPS members) whose official headquarters is changed due to promotion, lateral transfer or other moves for fully-justified Agency needs, transfer in lieu of layoff, or for initial appointments, only when justified due to recruitment needs.

<b>Executive Director</b> SIGNED ORIGINAL ON FILE	<b>Effective Date</b> 11/15/1983
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#### IV. PROCEDURES

A. Moving Expenses Authorized for Payment – In situations where an employee move is determined to be in the best interest of the State, expenses may be paid for the cost of moving household goods or a mobile home, but not both. Moving expenses will be requested and authorized prior to the member assuming the new position.

1. Expenses Related to Moving Household Goods
  - a. Moving expenses must be below the current bid threshold set by the Department of Management Services.
  - b. Expenses are limited to goods up to 15,000 pounds gross weight.
  - c. Mileage for one personal vehicle may be authorized.
  - d. Moving expenses will not be authorized for storage of household goods, unpacking of goods, cleaning of any residence or the disassembly, transportation or assembly of storage rooms, porches, decks or similar structures.
2. Expenses Related to Moving a Mobile Home (includes double and triple wide homes)
  - a. Blocking and unblocking the home at the current location and set up at the new location are allowed expenses. This includes charges for a mobile home comprised of multiple units.
  - b. Charges for disconnecting and reconnecting utilities and other services can be paid when the work is done by an electrician and/or plumber.
  - c. Charges for fees, such as permits, required for setting up the home are allowed.
  - d. Transportation charges and expenses related to transporting the home (such as plastic wrap for protection and securing goods and furniture within the home) are permitted.
3. Insurance Coverage  
Carriers are not required to provide liability coverage for a mobile home or household goods and personal effects. Insurance coverage offered by the carrier, but above those minimums which must be maintained by the carrier, will not be paid by the Department.

B. Obtaining Approval for Payment of Moving Expenses

1. When a member is being relocated and the division intends to seek approval for payment of the member's moving expense, such approval must be sought in advance of the member assuming the position. It is not sufficient to request this approval prior to the move.
2. Written estimates must be obtained dependent on the type of move requested, as follows:

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- a. Household goods: one written estimate from the Department's contract mover.
- b. Mobile home: three estimates from mobile home movers.
- c. Rental vehicle (member move): one estimate for the type of vehicle to be rented for the move.
3. The estimate(s) and the "Request for Authority to Pay Moving Expenses" (HSMV 91913) approved by the division director will be submitted to the Chief of Personnel Services for review and approval.
4. The Bureau of Personnel Services will return a copy of the approved moving expenses request to the division for completion of the purchasing process in My Florida Market Place (MFMP). The contract mover's cost estimate and the approved "Request for Authority to Pay Moving Expenses" form will be scanned into MFMP as supporting documentation for the payment request. NOTE: Care must be taken to assure all non-public information is redacted prior to scanning material into MFMP.
5. No move shall be made until the MFMP purchasing process has been fully approved.
6. Immediately after the move is completed, the member will submit an invoice, bill of lading and certified weight tickets, as appropriate, to the division representative to invoice in MFMP.

## V. REPORTING REQUIREMENTS

The Bureau of Personnel Services will comply with fiscal year reporting requirements of the Department of Management Services.