

Department of Finance and Administration – Policy 27 Moving Policy

Introduction, Background and Applicability

1. This Policy Statement 27 has been developed to provide guidance to State agencies paying moving expenses for involuntary transfers under the provisions of TCA 8-26-114. This Policy Statement should also be followed in the payment of moving expenses for other situations considered in the interest of the Department, including circumstances when payment of moving expenses are part of the employment negotiation with a new employee. Institutions of the University of Tennessee and Tennessee Board of Regents are excluded from this policy statement. This Policy Statement is effective when signed.

General Rule

2. Payment of moving expenses must be approved in advance. Employees should note that some reimbursed expenses may be treated as income for year-end tax purposes under Title 26, Section 217, Moving Expenses, of the Internal Revenue Service code. Tax-exempt expenses are summarized in the chapter on moving expenses in IRS Publication 17, *Your Federal Income Tax*.

Authorization

3. A memorandum requesting payment of moving expenses should be prepared by either the employee or by the Department in the case of a new hire. In the case of employees covered under the provisions of TCA 8-26-114, the memorandum should contain a brief statement by the employee certifying that the move is being made as a result of a transfer, that the employee did not request the transfer, and that the move is primarily for the convenience of the State. The memorandum should clearly state the type of moving expenses and estimated cost, expenses to be paid, anticipated date of move, and any other relevant circumstances including origination and destination sites.
4. The memorandum should be sent to the Budget Office of the Department of Finance and Administration for review and approval. A copy of the memorandum should be sent to the agency personnel office.

Reimbursement

5. Expenses subject to payment or reimbursement include the actual cost of moving household goods and personal effects, and travel expense directly associated with the movement of household goods and effects.
6. The actual cost of moving goods and effects may include the cost of commercial moving companies, rental of vans/trucks and operating cost(gas) of these rentals, and the cost of packing/unpacking (including labor and materials). Moving and rental companies' insurance charges may be included. Temporary storage up to 30 days may be included if necessary. Receipts are required.
7. Travel expenses directly associated with a move may include mileage of up to two owned vehicles and en route lodging and meals. Mileage is reimbursed at the State of Tennessee Standard Mileage Reimbursement Rate.
8. Lodging may be covered for the employee and household members as necessary, including lodging for one night at the destination. Lodging and meal expense should be consistent with the State of Tennessee Comprehensive Travel Regulations. Travel expenses incurred from moving from another state to Tennessee will be reimbursed at out-of-state rates.
9. Expenses may be reimbursed for a single house-hunting trip for up to three days and two nights. Reimbursed expenses may include lodging, meals and transportation. All expenses should be consistent with the State of Tennessee Comprehensive Travel Regulations.

Other Provisions

10. If two or more members of an immediate family otherwise qualify for reimbursement or allowances under these regulations as State employees, only one member shall be eligible for employee reimbursement or allowances; the other is eligible for reimbursement as a household member.

Exceptions

11. The Commissioner of The Department of Finance & Administration shall have the authority to grant exceptions to any part of this policy statement.