

# Michigan Civil Service Commission

## Regulation 5.15

<b>Subject:</b> <b>Moving Expenses</b>		
<b>SPDOC No.:</b> 16-06	<b>Effective Date:</b> January 1, 2017	<b>Replaces:</b> Reg. 5.15 (SPDOC 14-09, August 31, 2014)

### 1. Purpose

This regulation establishes standards and procedures for payment of moving expenses.

### 2. CSC Rule References

#### 5-7 *Expense Reimbursement*

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#### 5-7.2 *Moving Expense Reimbursement*

##### (a) *Eligibility.*

(1) *Employees.* An employee who receives a lateral job change for the convenience and benefit of the state is eligible for reimbursement of moving expenses in accordance with the standardized travel regulations. An employee who is displaced because of a reduction in force and exercises employment preference is not eligible for reimbursement of moving expenses.

(2) *New employees.* An appointing authority may pay the moving expenses of a new employee not previously on the state payroll, in accordance with the standardized travel regulations.

(b) *Rates.* The rates for reimbursement of moving expenses are established in the standardized travel regulations.

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### 3. Standards

A. The State pays the following household moving expenses if an employee is transferred for the convenience and benefit of the State.

1. Transportation charges up to 14,000 pounds moved by common carrier, including bridge tolls, elevator, or flight charges.
2. Up to \$800 for packing charges.
3. The actual cost of moving mobile homes, including furnishings, used as normal residence, plus up to \$1,000 for blocking, unblocking, securing contents, or expando units.

4. Insurance costs as provided for in the Department of Technology, Management and Budget Administrative Guide.
  - B. The State will not pay for moving new employees not previously on the State payroll, except as authorized by the appointing authority and the director of the Department of Technology, Management and Budget.
  - C. The procedures for payment of employee household-moving expenses are contained in the Administrative Guide of the Department of Technology, Management and Budget.
  - D. The allowance for payment of travel, lodging, and meals in relation to changes in official workstation is in the Standardized Travel Regulations.

### **CONTACT**

Questions on this regulation may be directed to Compensation, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone at 517-241-0837 or 517-373-7618; or to [MCSC-Compensation@mi.gov](mailto:MCSC-Compensation@mi.gov).