

REGULATION

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Issued By: Compensation	Rule Reference: Rule: 5-7 (Expense Reimbursement)		Replaces: Reg. 5.15 (SPDOC 07-14, October 7, 2007)
Authority: Regulations are issued by the State Personnel Director under authority granted in the Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations are subordinate to the Commission Rules.			
Subject: MOVING EXPENSES			

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1. **PURPOSE**

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

2. **CIVIL SERVICE COMMISSION RULE REFERENCE**

Note: This Section 2 reprints only selected Commission Rules for quick reference by the reader. Additional Rules (that are not reprinted below) may apply. The complete, current version of the Rules can be found at www.michigan.gov/mdcs.

Rule 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.*

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 regarding this regulation should be directed to Compensation, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at (517) 373-7618; or by e-mail to MCSC-Compensation@michigan.gov.