State of Michigan
Administrative Guide to State Government

0430.01 Payment of Household Moving Expenses

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PURPOSE

To establish policies and procedures for moving employees' household goods and mobile homes at state expense.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

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SUMMARY

At the request of the appointing authority and within the limits described herein, the state will pay for the movement of household goods and the movement of mobile homes for current state employees transferred to a new work location for the convenience and benefit of the state.

This does not include moving expenses of employees not previously on the state payroll. The agency director or their designee may authorize exceptions to the general prohibition against paying moving expenses of employees on initial hire or rehire when it is determined that doing so is in the best interests of the state.

If the distance from the employee's present residence to the new official work station is 50 miles farther than to the old official work station, the move qualifies for reimbursement by the state.

The limits described herein do not affect, expand, or lessen terms and conditions of employment under collective bargaining agreements.

Employee reimbursements are subject to tax reporting and withholding. Please see State of Michigan Financial Management Guide Part IV, Chapter 3, Section 200 – Moving Expense Reimbursements for further guidance on the taxability of moving expenses.

APPLICABLE FORMS

None.

PROCEDURES

Agency

- Authorizes and approves household moving expenses for employees.
- Assists employees needing commercial carrier information.
- Approves the carrier to be used for the move and sends a letter to both the employee and carrier outlining payment procedures.
- Audits the carrier's invoice and bill of lading to determine the accuracy and propriety of charges, and assists employees in settling damage claims.
- Payments related to the move are taxable to the employee. It is the agency's responsibility to ensure that these payments are recorded as taxable wages.

Employee

- Obtains cost estimates from at least three licensed common carrier vendors. Submits all cost estimates to the agency, and indicates the preferred carrier.
- If additional insurance coverage is desired over and above the carrier's standard liability, arrangements should be made prior to the move to designate the amount of coverage and method of payment of the required premium.
- Pays the carrier for all charges in excess of the state allowance. Submits all receipts to support authorized expenditures.
- Examines furniture and goods for damage or shortage and records any irregularities on the bill of lading before signing. In case of damage or shortage, notifies the carrier immediately, and requests necessary forms and instructions for preparing a claim.
- Notifies Agency of any damages sustained during the move.
- Requests reimbursement for out of pocket expenses through the SIGMA Employee Self-Service Time Expense Leave and Labor (TELL) module. Expense Type will be under Move, and Travel Type will be classified as No Travel.

Authorized Household Moving Expenses

- Transportation charges for the actual weight of the shipment up to a maximum of 14,000 pounds, including tariff surcharges and bridge tolls applying to the transportation charge.
- Packing charges up to $800.
- Storage in transit charges up to a maximum of 60 days will be paid only if goods are stored with a licensed common carrier storage facility. Allowable charges do not include storage insurance.
- The state will pay the reasonable actual cost for moving a mobile home if it is the employee's domicile. The actual transportation charge of a mobile home,

based on size of the unit and the distance moved, as well as tariff surcharges, escort service when required by a governmental unit, special lighting, permits and bridge tolls.

- An allowance of $1,000 for blocking, unblocking, securing contents or expand units, installing or removing tires (on wheels) on or off the trailer, and removing or replacing existing skirting. Repair or replacement of trailer equipment, (e.g., tires, axels, bearings, lights, etc.) will not be authorized.
- Utility connections to existing utilities within an established mobile home park, up to $200. Liability is limited to damage to the unit caused by negligence of the carrier and to the contents up to a value of $1,500. Additional insurance may be purchased from the carrier at the expense of the employee.

Items Not Authorized

- Articles that are not considered normal household goods, including, but not limited to automobiles, boats, travel trailers, camping vehicles, motorcycles, snowmobiles, firewood, fence posts, outbuildings, tool sheds, fuel tanks, dog houses, swing sets, perishable foodstuff, building materials, fuel, explosives, or other property likely to damage the mover's equipment.
- Costs for extra mileage due to household moves involving stopping in transit to load or unload goods.
- Extra labor required to expedite a shipment at the request of the employee.

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