

Michigan Civil Service Commission

Regulation 5.15

Subject: Moving Expenses		
SPDOC No.: 22-15	Effective Date: January 1, 2023	Replaces: Reg. 5.15 (SPDOC 16-06, January 1, 2017)

1. Purpose

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

2. CSC Rule References

5-7 *Expense Reimbursement*

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 state's convenience and benefit.

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 (DTMB) Administrative Guide.
 - B. The state cannot pay to move new employees not previously on the state payroll, except as authorized by the appointing authority and the DTMB director.
 - C. The procedures to pay employee household-moving expenses are in the DTMB Administrative Guide.
 - 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; 517-241-0837; or MCSC-Compensation@mi.gov.