



State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 **Employee Relocations**

Issued 08/07/17
Page 1 of 15

INTRODUCTION

A.R.S. § 35-196.01 enables the expenditure of public monies for employee relocations. The statute, as does this policy, distinguishes between “newly hired” and “current” employees. The categories of moving expenses that may be reimbursed are the same for both types of employees. Differences exist, however, between the methods an employee uses to request a reimbursement and the overall amount for which he may be reimbursed. Moreover, any reimbursement of relocation expenses involving a newly hired employee requires the approval of the ADOA Director; the relocation of a current employee requires only the approval of the head of the agency that will reimburse the relocation costs.

The agreement to reimburse any employee for his relocation costs must be done with the best interest of the State paramount. As with any expenditure of public monies, agency management has the responsibility of assuring that the benefits to be realized by the State from the reimbursement of an employee’s moving expenses substantially and demonstrably exceed the costs incurred. Moreover, sufficient monies and spending authority must exist to fund the reimbursement and the expenditure must not otherwise negatively affect agency operations.

Statewide limitations of reimbursement are set forth below. Agency management may, however, approve agency limitations of lesser amounts provided that, in practice, the application of such lesser amounts is done equitably, in a non-discriminatory manner and giving due consideration to the fact that any reimbursement of moving expenses is by its very nature precedent setting.

For additional guidance related to the relocation of newly hired employees, the reader is referred to the Arizona State Personnel System Statewide Policy Number PA3.02, entitled “Transportation or Moving Expense Reimbursement for New Employees” issued October 2, 2012, and any of its revisions.

POLICIES

1. Prepayments and advances are prohibited. Relocation costs shall be remitted to a current or newly hired employee only on an after-the-fact, reimbursement basis.
2. Required approvals. The level of management approval for the relocation of current employees and newly hired employees differs.

State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 Employee Relocations

Issued 08/07/17
Page 2 of 15

- 2.1. Subject to the laws, limits, directives and procedures outlined herein, reimbursement of relocation costs of a current employee rests with the head of the agency that will be making the reimbursement.
- 2.2. While subject to the applicable laws and generally bound by the limits, directives and procedures outlined herein, approval of the reimbursement of relocation costs of a newly hired employee rests with the ADOA Director. The request to reimburse the relocation costs of a newly hired employee shall originate with the head of the paying agency.
3. Reporting. On or before September 1 of each year, an agency shall report to the OSPB, the JLBC and the Director, using the format or formats they may prescribe, any monies spent for the prior fiscal year in connection with the reimbursement of relocation costs for current or newly hired employees.
4. Documentation. Any decision to relocate a current employee at the State's expense must be sufficiently documented. Copies of all documentation shall be retained in the employee's payroll file for the retention period required by LAPR.
 - 4.1. The management of the agency that will reimburse the employee's moving costs must agree to do so in writing in advance of the move. This agreement must establish the maximum amount of reimbursement that will be made.
 - 4.2. The benefit or expected benefit to the State and the agency derived from paying for an employee's move must demonstrably exceed its cost. This conclusion, as well as any additional justification for the move, must be documented in writing.
 - 4.3. Agency management shall execute such documents (memorandum, transfer request, personnel action form, etc.) as may be prescribed by the agency to effect such a move.
 - 4.3.1. In the case of current employees, there are no statewide procedures—other than those contained in this policy—and no statewide forms. It is, however, recommended that an agency use, as applicable, forms similar to the ASPS/HRD-FA3.04.
 - 4.3.2. In the case of newly hired employees, agency management is to comply with the provisions of PA3.02, which provides, in part, that:
 - 4.3.2.1. A Form ASPS/HRD-FA3.03 be submitted to the ADOA Director for consideration.
 - 4.3.2.2. If the ADOA Director approves the expenditure outlined in the ASPS/HRD-FA3.03, a Form ASPS/HRD-FA3.04 is to be executed by the agency head and the newly hired employee.

State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 Employee Relocations

Issued 08/07/17
Page 3 of 15

5. Limit of Reimbursement. The limit of reimbursement for any one relocation—including the transport of household goods or mobile home hauling, travel, lodging and other costs—shall be the lowest of:
 - 5.1. The actual reimbursable relocation costs incurred, or
 - 5.2. The sum of the applicable limits by category expressly set forth below, or
 - 5.3. The applicable ceiling, which, in the case of:
 - 5.3.1. Current employees, is ten thousand dollars (\$10,000).
 - 5.3.2. Newly hired employees, is five thousand dollars (\$5,000).
6. Current employee eligibility. Relocation expenses incurred by current employees may be eligible for reimbursement if they meet the following conditions:
 - 6.1. The move must involve an employee, whether covered or uncovered, who, at the time of the move, has been employed on a full-time basis for the State, in any capacity, no fewer than two hundred (200) compensated hours.
 - 6.2. The move must involve a geographical relocation of fifty (50) or more miles, measured point to point. To satisfy this requirement, all of the following conditions must be met:
 - 6.2.1. The distance between the employee's former duty post and new duty post must be fifty (50) or more miles.
 - 6.2.2. The distance between the employee's former residence and his new residence must be fifty (50) or more miles.
 - 6.2.3. The distance between the employee's new residence and his former duty post must be fifty (50) or more miles.
 - 6.2.4. The assignment to the new duty post would have required the employee to commute twenty-five (25) additional miles from his former residence to his new duty post than was the case when he commuted from his former residence to his former duty post.
 - 6.3. To be reimbursable, the move must be either between agencies or what is considered a permanent change in the employee's duty post within the agency.
 - 6.4. A permanent change in duty post is one for which, at the time the reimbursement is authorized, no subsequent change is contemplated to occur within one (1) year from the date of the move.
 - 6.5. Moves resulting from the transfer of an employee from one agency to another are to be approved, agreed to and, if reimbursement is to be made, reimbursed by the

State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 Employee Relocations

Issued 08/07/17
Page 4 of 15

receiving agency. It is the transferring employee's responsibility to secure in writing any agreement concerning the reimbursement of moving expenses from the receiving agency before accepting the new position.

- 6.6. Relocations coming about as result of an employee's leaving State service will be reimbursed.
7. The reimbursement of relocations costs of a current employee is subject to the approval of the head of the agency that will actually make the reimbursement.
8. The reimbursement of relocation expenses for a newly hired employee must adhere to the policies and procedures set forth both herein and in PA3.02 and can only be approved by the ADOA Director.
9. General Exclusion. If an expense, cost or expenditure or category of expense, cost or expenditure is not herein specifically defined as reimbursable, it does not qualify for reimbursement.
10. Qualifying Moving Expenses. The following actual expenses may be reimbursed to an employee eligible for reimbursement:
 - 10.1. Transportation of household goods. Taking into account budgetary constraints, operational needs and employee circumstances, agency management may, subject to the terms and conditions set forth herein, authorize the transportation of household goods using one of three means: common carrier, employee self-move, or mobile home hauling. Agency management reserves the right to require self-moves or to limit reimbursements to those amounts that would have been reimbursed had a self-move been undertaken.
 - 10.1.1. Common carrier. Common carriers may be engaged for moves—other than mobile home hauling—in which the combined net weight of an employee's household goods equals or exceeds four thousand (4,000) pounds.
 - 10.1.1.1. The agency may reimburse the common carrier moving charges for up to ten thousand (10,000) pounds of household goods. The employee will be responsible for those charges incurred for moving household goods with a combined weight in excess of ten thousand (10,000) pounds.
 - 10.1.1.2. The agency may reimburse unavoidable common carrier charges for stair carries, long carries, shuttles and special equipment, such as cranes, necessary to effect the move.
 - 10.1.1.3. If the common carrier charges for a weekend move are higher than those for a weekday move, the reimbursement will be limited to the amount that would have been charged for a weekday move.

State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 Employee Relocations

Issued 08/07/17
Page 5 of 15

10.1.2. Employee self-move. Self-moves shall be used for moves—other than mobile home hauling—when the combined net weight of an employee’s household goods is less than four thousand (4,000) pounds.

10.1.2.1. The agency may reimburse:

10.1.2.1.1. The rental of a truck or trailer for the time necessary to load and unload the truck or trailer and to effect the move, not to exceed five (5) days.

10.1.2.1.2. The rental of moving-related equipment such as dollies, hoists, belts and pads.

10.1.2.1.3. Actual fuel costs, evidenced by receipts, incurred on the move.

10.1.2.1.4. Collision and liability insurance for the truck or trailer.

10.1.2.2. The total amount that may be reimbursed for an employee self-move may not exceed the sum of the amounts that would have been allowed had a commercial mover been engaged.

10.1.3. *Mobile home hauling.* When applicable and within the limits discussed below, the agency may reimburse an employee the costs associated with the relocation of a mobile home.

10.1.3.1. *Reimbursable costs.* The agency may reimburse the cost of mobile home hauling, as detailed below:

10.1.3.1.1. Line haul charges.

10.1.3.1.2. Certain unavoidable costs incidental to the line haul of the mobile home, including:

10.1.3.1.2.1. Permits and licenses required by any jurisdiction through which the mobile home will be hauled.

10.1.3.1.2.2. Pickup and drop fees.

10.1.3.1.2.3. Rental of running lights.

10.1.3.1.2.4. Legally required escort vehicles.

10.1.3.1.2.5. Tire and axle rental, but not the purchase of tires or axles.

10.1.3.1.3. Certain other charges, including:

10.1.3.1.3.1. Anchoring labor, but not the anchors.

10.1.3.1.3.2. Re-leveling.

State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 Employee Relocations

Issued 08/07/17
Page 6 of 15

- 10.1.3.1.3.3. Takedowns and/or breakdowns.
- 10.1.3.1.3.4. Skirting labor, but not the skirting material.
- 10.1.3.1.3.5. Awning installation and takedown, but not the awning materials or mechanisms.
- 10.1.3.1.3.6. Blocking labor, but not blocking materials.
- 10.1.3.1.3.7. Utility hookup labor, but not materials, for a distance of fifty (50) feet or less.
- 10.1.3.1.4. *Mobile home transport insurance.* The hauler shall provide insurance to cover the mobile home and its contents while moving it from the old to the new location.
 - 10.1.3.1.4.1. Reimbursable coverage for household goods is subject to the same limitations in effect for common carrier moves.
 - 10.1.3.1.4.2. Reimbursable coverage for the mobile home structure itself is limited to the cost of insuring fifty thousand dollars (\$50,000) of value.
 - 10.1.3.1.4.3. Any legally required, separately charged collision or liability insurance premium may be reimbursed.
- 10.1.3.2. Mobile home relocations costs not subject to reimbursement. The following costs associated with the relocation of a mobile home shall not be reimbursed:
 - 10.1.3.2.1. Wrecker services necessary to place a mobile home in position for over-the-road movement.
 - 10.1.3.2.2. Tire failure and replacement of failed tires.
 - 10.1.3.2.3. Movement or replacement of outside fuel tanks.
 - 10.1.3.2.4. Any costs incurred to bring the mobile home up to safety requirements for over-the-road movement.
 - 10.1.3.2.5. Additional insulation or freeze protection.
 - 10.1.3.2.6. Any costs in excess of the limitations specified above.
 - 10.1.3.2.7. Site preparation fees for below-ground installation.
 - 10.1.3.2.8. Costs of moving fencing.

State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 Employee Relocations

Issued 08/07/17
Page 7 of 15

10.1.3.2.9. Costs of moving non-collapsible underpinnings and non-collapsible stairways.

10.2. Packing, unpacking and packing materials. Up to five hundred dollars (\$500) in total may be reimbursed for any combination of the following costs:

10.2.1. Boxes, crates, other packing and packaging materials.

10.2.2. Professional packing, crating and unpacking services.

10.3. Insurance of household goods in transit. Insurance charges for basic liability coverage shall be paid by the agency. Charges for additional valuation coverage are not reimbursable and, if incurred as part of the move, are to be paid by the employee.

10.4. Travel. An employee may be reimbursed up to the cost of a single trip made by each of two (2) individuals each driving a personal motor vehicle from the employee's former residence to his new residence.

10.4.1. If a second vehicle is to be reimbursed, such vehicle must, as defined above, be owned, leased, rented or borrowed by a member of the employee's household.

10.4.2. Reimbursement will be at the IRS's standard mileage rate for moving that is in effect at the time of the move. This can be found at <http://www.irs.gov/>.

10.4.3. An employee may be reimbursed for up to two (2) days' rental fees, including the cost of collision and liability insurance, for a rental car used in connection with a qualified move.

10.4.4. If the employee elects to use an airline, train or bus in the move, the agency may reimburse the actual cost of the airline, train or bus fare incurred by the employee and/or his family.

10.4.4.1. The agency will not reimburse airline, train or bus fares incurred for the transport of persons other than the employee and/or members of his family.

10.4.4.2. The agency will not reimburse airline, train or bus surcharges incurred for the transport of pets or other non-human living things.

10.4.4.3. The agency will not reimburse any one individual for more than one (1) trip by common carrier between the employee's former residence or duty post and his new residence or duty post.

10.4.4.4. Cab fares will be reimbursed only in connection with local transportation from the former residence to the air, train or bus depot and from the air, train or bus depot to the new residence.

State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 Employee Relocations

Issued 08/07/17
Page 8 of 15

10.5. Lodging. The employee may be entitled to reimbursement for hotel or motel costs incurred to house his family and himself during the course of the move.

10.5.1. Except in the case of mobile home hauling, no more than one (1) night's lodging will be reimbursed.

10.5.2. In the case of mobile home hauling, no more than four (4) nights' lodging will be reimbursed.

10.5.3. If the employee and his family number four (4) or fewer, the cost of one (1) hotel or motel room per night will be reimbursed.

10.5.4. If the employee and his family number five (5) or more but less than nine (9), the cost of two (2) hotel or motel rooms per night will be reimbursed.

10.5.5. If the employee and his family number nine (9) or more, the cost of three (3) hotel or motel rooms per night will be reimbursed.

10.5.6. The amount of reimbursement shall be the lesser of the amount actually spent or the maximum State reimbursement rate then in effect for the location of the hotel or motel in which the employee and his family stays.

10.5.7. An agency shall not pay for stays with family, friends or acquaintances or at any other non-commercial establishment.

11. Moving expenses not qualifying for reimbursement. Reimbursements for the following expenses shall not be made:

11.1. Certain articles and items. The following articles and items are specifically excluded from reimbursable moving costs and may not be moved at State expense:

11.1.1. Non-human, living things. Any flora or fauna, live plants, shrubbery, trees, sod, pets, livestock, breeding stock, draft animals, etc.

11.1.2. Articles of high intrinsic, artistic or sentimental value. Jewelry, works of art, collectibles, collections, memorabilia, antiques, etc.

11.1.3. Cash, negotiable instruments and documents. Cash, stocks, bonds, checks, currency, coins, bank drafts, notes, trading stamps, money orders, postage stamps, precious metals, silverware, coin collections, securities, deeds, wills, manuscripts, contracts, other valuable papers, etc.

11.1.4. Explosive, corrosive and flammable materials and devices. Firearms, ammunition, fireworks, explosives, gasoline, kerosene, other flammables, oily mops and rags, chemicals such as chlorine, acids, other dangerous goods, property or substances liable to cause injury or damage to others or their property, etc.

State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 Employee Relocations

Issued 08/07/17
Page 9 of 15

11.1.5. Except for up to two (2) personal vehicles as otherwise addressed herein, automobiles, trucks, sport utility vehicles, airplanes, boats, motorcycles, camping vehicles, mobile homes not the primary residence of the employee, go carts, motor scooters, golf carts, tractors, trailers, powered farm equipment, all-terrain vehicles, ride-able mowers, motorized vehicles, other powered conveyances, etc.

11.1.6. Perishables. Perishable foodstuffs subject to spoilage.

11.1.7. Miscellaneous. The employee should personally move articles of the types listed immediately below or otherwise provide for moving services, insurance coverage, etc.

11.1.7.1. Building materials, lumber, large non-motorized farm equipment, poultry roosts, rabbit hutches, storage sheds, excessive hobby material and equipment, firewood, play sand, etc.

11.1.7.2. Major components of disassembled vehicles, such as engines, chassis, axles, wheels, etc.

11.1.7.3. Illegal substances. Illegal drugs, unlawfully acquired or possessed controlled substances, etc.

11.1.7.4. Any property not owned by the employee or a member of his family.

11.2. Storage. No reimbursements shall be made for charges incurred for the storage of household goods or the insurance of household goods while in a stationary storage facility.

11.2.1. The cost of packing, storing and transportation of household goods in a “moving container” (such as those provided by PODS, U-Pack, etc.) qualifies for reimbursement.

11.2.1.1. The reimbursement for the use of a moving container is limited to the first thirty (30) days’ fee (within the limits otherwise imposed by this policy).

11.2.1.2. Insurance related to the transportation—though not the packing and storing—of household goods in a moving container is reimbursable.

11.3. Meals. The employee shall not be reimbursed for meal expenses incurred by him, his family or any other person in connection with the move.

11.4. Certain expenses ancillary to the move. The following expenses that might be incidental to the employee’s relocation do not qualify for reimbursement:

11.4.1. Cleaning and preparation services. Maid services, cleaning and clean-up, refurbishment, refinishing, touch up, landscaping, scavenging, trash hauling, site

State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 Employee Relocations

Issued 08/07/17
Page 10 of 15

- preparation, demolition, refitting of carpets and draperies, pool and spa cleaning and draining, etc.
- 11.4.2. Fines and penalties. Penalties, fines or late fees imposed upon the employee, members of his household, the common carrier, mover, hauler or rental agency as a result of negligence, nonfeasance or malfeasance on the part of the employee or his agents.
- 11.4.3. Disconnection and disassembly services. The disassembly or disconnection of washers, dryers, refrigerators, ice makers, dishwashers, freezers, ranges, ceiling fans, swing or gymnasium sets, antennas, satellite dishes, storage sheds, mirrors, curtains, curtain rods, entertainment equipment, computer equipment, exercise equipment, water beds, hobby equipment, air conditioners, heat pumps, water heaters, furnaces, televisions, swamp coolers, septic tanks, wells, gas or charcoal grills, out buildings, hot tubs, pools, spas, animal pens or dwellings, aquariums, etc.
- 11.4.4. Connection and assembly services. The assembly, connection or reconnection of washers, dryers, refrigerators, ice makers, dishwashers, freezers, ranges, ceiling fans, swing or gymnasium sets, antennas, satellite dishes, storage sheds, mirrors, curtains, curtain rods, entertainment equipment, computer equipment, exercise equipment, water beds, hobby equipment, air conditioners, heat pumps, water heaters, furnaces, televisions, swamp coolers, septic tanks, wells, gas or charcoal grills, out buildings, hot tubs, pools, spas, animal pens or dwellings, aquariums, etc.
- 11.4.5. Security deposits or loss of security deposits. The payment or loss of any security deposits for rental units, communication or entertainment services, utilities, etc.
- 11.5. Expenses related to the sale of the former residence or the search for or acquisition of the new residence. The following restrictions apply equally to fixed location homes, mobile homes and leased premises, whether leased or owned. The expenses set forth below and any other expenses relating to the sale of a former residence or the acquisition of a new residence shall not be reimbursed.
- 11.5.1. Commissions. Any fee paid to a realtor or any other person or entity for services rendered in connection with the marketing, listing, or sale of the former residence or the search for or acquisition of the new residence.
- 11.5.2. Advertising. Any fee paid to any person or entity for advertising, marketing, listing or the preparation of signage relating to the sale of the former residence.
- 11.5.3. Legal fees. Any fees paid to any attorney, legal aid, paralegal or document service for any legal or paralegal services relating to the sale of the former residence or the acquisition of the new residence.

State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 Employee Relocations

Issued 08/07/17
Page 11 of 15

- 11.5.4. Document preparation fees. Any fees paid to any attorney, legal aid, paralegal or document service for the preparation of any documents, notes or instruments relating to the sale of the former residence or the acquisition of the new residence.
- 11.5.5. Closing costs. Closing costs, selling points, survey fees, escrow fees, title fees, recording fees, release fees, transfer taxes, etc., related to the sale or disposition of the former residence or the acquisition of a new residence.
- 11.5.6. Cleanup and maintenance costs. Repairs to or maintenance of the former residence incurred to make the former residence more marketable or the new residence more habitable; interior and exterior cleaning and fix-up expenses; trash removal, landscaping, painting, touch up, etc.
- 11.6. Lease breakage fees and related expenses. The expenses set forth below and any other expenses relating to breaking a lease shall not be reimbursed:
- 11.6.1. Lease breakage fees. Any fee, penalty or charge imposed for abandoning leased premises or for terminating a lease agreement before its scheduled expiration.
- 11.6.2. Forfeitures of security deposits. Any prepaid rent, security deposit, pet deposit or damage indemnification deposit that is lost in connection with the abandonment of leased premises.
- 11.6.3. Damage, condition and cleaning assessments relating to the leased premises. Any fee, penalty, charge or assessment imposed as a result of damages to the leased premises or because of the condition of the leased premises at the time of abandonment.
- 11.6.4. Damage assessments relating to surrounding common or individual areas. Any fee, penalty, charge, judgment, fine, forfeiture or assessment resulting from damage to surrounding common or individual areas.
- 11.7. Professional and miscellaneous fees related to the move. No reimbursement will be allowed for any of the following expenses:
- 11.7.1. Legal and professional fees to review any contracts with the agency, common carriers, haulers, equipment lessors, realtors, sellers or purchasers of property, former employers or any agent of the employee or member of his family involved with any aspect of the move.
- 11.7.2. Additional accounting or tax preparation fees incurred as a result of the move.
- 11.7.3. Surveying, engineering and related charges.
- 11.7.4. Buyer's points, seller's points, recording fees, tax stamps, loan origination fees, appraisal fees, escrow fees, title insurance, mortgage insurance, closing costs, etc.

State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 Employee Relocations

Issued 08/07/17
Page 12 of 15

- 11.7.5. The costs of litigation or arbitration arising from any dispute associated with the move.
- 11.8. Losses on the sale of property. No losses experienced on the sale of real or personal property will be reimbursed.
- 11.9. Market adjustments and rate changes. No losses experienced or to be experienced because of changes in interest rates, lease rates, property values or residence replacement costs will be reimbursed.
- 11.10. House hunting. No costs associated with finding a new residence will be reimbursed.
- 11.11. Expenses related to the acquisition of the new residence. No reimbursement will be allowed for any expenses incurred with the acquisition of a new residence.
- 11.12. Actual costs in excess of estimates. The agency retains the right not to reimburse any amounts by which actual costs exceed any estimates required by this policy.
- 11.13. Actual costs in excess of the limit of reimbursement. The agency shall not reimburse any amounts by which actual costs exceed the limit of reimbursement.
- 11.14. Employee taxes. Neither the agency nor the State shall be liable for any income taxes imposed by any jurisdiction upon the employee as a result of the State or agency's payment or the employee's receipt of any monies paid with respect to any moving or relocation expenses.
12. Employee time. An agency head may authorize an employee time to move while on duty.
- 12.1. Authorization and character of time.
- 12.1.1. Any time to be taken by an employee, whether time off, leave without pay or annual leave, must be authorized in advance by the hiring agency.
- 12.1.2. The nature of the time taken by an employee to effect his move—time off, leave without pay or annual leave—allowed by an agency is to be determined in advance by agency management.
- 12.1.3. An employee shall be required to justify the need for the number of days, other than annual leave days, requested in connection with a relocation.
- 12.1.4. Agency management shall exercise discretion, taking into account the needs of and the costs and benefits to the State when authorizing paid time off or leave without pay.
- 12.1.5. Time allowed for relocation shall be considered and recorded as paid leave of absence (pay code 355).

State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 Employee Relocations

Issued 08/07/17
Page 13 of 15

- 12.1.5.1. Overtime shall not be accrued for activities related to the move.
- 12.1.5.2. Compensatory time shall not be accrued for activities related to the move.
- 12.1.5.3. Any time related to the relocation that was not worked that exceeds the time off allowed shall be charged to annual leave, compensatory leave or leave without pay in accordance with applicable Personnel Rules.
- 12.1.6. Limitations of time off. The amount of time off that may be allowed to an employee to effect his move varies with his status. The limitations set forth immediately below apply to time off as defined herein; they do not apply to annual leave or leave without pay.
- 12.1.6.1. Current employee. The head of the hiring agency may authorize time off for relocation, subject to the limitations listed below:
- 12.1.6.1.1. Total time off. Up to ten (10) workdays, as outlined below, of time off may be granted a current employee to effect his move.
- 12.1.6.1.1.1. Change of residence. Up to five (5) workdays of time off may be granted to locate a new residence and, if applicable, sell the former residence.
- 12.1.6.1.1.2. Moving. Up to five (5) workdays of time off may be granted to pack, unpack, travel and move.
- 12.1.6.2. Newly hired employee. The head of the hiring agency may authorize up to five (5) workdays of total time off to a newly hired employee to effect his move. This time may be allocated to change of residence, moving or both.
13. Approval of estimates. Before engaging any contractor to be used as a common carrier or mobile home hauler, the employee must submit to the agency three separate estimates.
- 13.1. The employee retains the right to engage the contractor of his choice.
- 13.2. Subject to the limit of reimbursement, the agency retains the right to reimburse the employee an amount equal to the lower of:
- 13.2.1. The actual amount charged by the contractor, or
- 13.2.2. The lowest of the three submitted estimates.
- 13.3. The bids are to be submitted to the agency not later than five (5) business days prior to the contemplated date of the move.
- 13.4. The agency is to retain copies of the estimates for a period consistent with the retention guidelines issued by ASLAPR.

State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 **Employee Relocations**

Issued 08/07/17
Page 14 of 15

14. Accounting. Claims for reimbursements are to be made using GAO Form 502, not the GAO Form 503. Reimbursements of employee moving expenses are to be paid through HRIS using pay code 672, which will, in turn, be charged to COBJ 7593.
15. Use of State vehicles or equipment in connection with an intrastate move of current employees is subject to the restrictions outlined below. The use of State vehicles or equipment in connection with the relocation of a newly hired employee or for an interstate move is expressly prohibited.
 - 15.1. An agency, in connection with a current employee's intrastate relocation, may authorize the employee to drive a State vehicle from his former duty post to his new duty post.
 - 15.1.1. The employee is strictly prohibited from transporting any member of his family or any person other than another State employee in a State vehicle.
 - 15.1.2. The employee is strictly prohibited from transporting household goods in a State vehicle.
 - 15.1.3. The employee is strictly prohibited from towing any trailer or mobile home with a State vehicle.
 - 15.2. Except as otherwise provided, the use of State equipment to move an employee or members of his family or any living thing, to tow a trailer or mobile home, or to transport or store household goods is expressly prohibited.
16. Prior written agreement required. Any reimbursement of moving expenses is subject to prior written agreement between the employee and the agency.
 - 16.1. This policy, together with the policies produced by the HRD, provides the framework within which employee reimbursements may be made. It is not to be construed as an offer by the agency or the State to reimburse such expenses.
 - 16.2. No obligation for the reimbursement of relocation expenses shall accrue to the agency or the State without a prior written agreement between the employee and agency management.
 - 16.3. Subject to availability of funds. All reimbursements to be made are subject to the availability of sufficient funds.
 - 16.4. Neither the agency nor the State is or shall be responsible for any damage or loss sustained by any party from any cause relating to an employee's relocation.
 - 16.4.1. All claims for damage to or loss of household goods shall be submitted directly to the common carrier, hauler, storage facility, rental agency, insurance company or other agent of the employee.

State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 35 Employee Relocations

Issued 08/07/17
Page 15 of 15

- 16.4.2. All claims for personal injury shall be submitted directly to the employee or the common carrier, hauler, storage facility, rental agency, insurance company or other agent of the employee.
- 16.5. Restriction against duplicate reimbursement. An employee may not be reimbursed for any moving expenses for which the employee or any member of the employee's family is otherwise eligible to receive reimbursement.
- 16.6. False statements or documentation. The filing of any false documents or the making of any false statements in connection with a relocation or the reimbursement of relocation expenses will be cause for disciplinary action up to and including termination and will be prosecuted to the extent permitted by the law.
- 16.7. Agency policies and procedures. Agencies shall adopt such internal administrative and accounting policies and procedures as may be necessary to assure compliance with State policy. The provisions of agency policies must not conflict with statewide policies issued by the GAO or the HRD.
17. Other. The following miscellaneous provisions apply:
- 17.1. Privity of contract. Neither the agency nor the State is or shall be party to any contract between the employee and any commercial concern engaged by the employee to effect his move or store his goods.
- 17.2. Neither the agency nor the State is or shall be responsible for any debts incurred by the employee with respect to his move or the storage of his goods.
- 17.3. Neither the agency nor the State assumes nor shall assume any responsibility for resolving any disputes between the employee and his agents.
- 17.4. Whenever any form or documentation, including bids and estimates, is required under this or related HRD policies, it must contain sufficient detail to determine and enforce compliance with such policies and be retained for a period prescribed for such documents by the ASLAPR.
- 17.5. Agency management is responsible for ensuring that the provisions of this policy are carried out in an equitable, non-discriminatory manner, giving proper consideration to the precedent setting nature of granting payment for transportation and moving expenses to a current or newly hired employee.
- 17.6. Before agreeing to pay any costs associated with relocation, agency management must determine that sufficient cash and spending authority exist to make such expenditures.