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Policy: It is the policy of the Division of MHDS to reimburse moving expenses on

the transfer or hiring of employees desiring employment with the State of

Nevada.

Purpose: To establish a policy for reimbursement of moving expenses for

employees hired by the Division of MHDS.

#### Procedures:

I. All prospective staff requesting reimbursement for a move or transfer must obtain written estimates from a minimum of two moving companies and submit these to the Agency Director. The Agency Director will select the least expensive moving company and submit that estimate, along with other requested expenses to be reimbursed, to the Administrative Services Officer of the Division of MHDS.

- II. All requests for payment of travel expenses, subsistence allowances and moving expenses must be submitted to the Clerk of the Board of Examiners before obligations are incurred. An estimate of costs to be incurred must be provided with the request and include:
  - A. A listing of the individual (s) being considered for reimbursement;
  - B. The purpose of the reimbursement including, if moving expenses, a detailing of the position's critical needs;
  - C. The dates the obligations will be incurred; and
  - D. A detailed estimate of the total expenses including an itemization of travel costs, per diem rates and moving expenses.
- III. Upon approval by the Clerk, claims are submitted for payment in the same manner as other travel claims against the State from the agency's funds and must include a copy of the approved request. Receipts must support all moving expense reimbursements. Agencies must assure that funds are available within their existing budgets.
- IV. Reimbursement Eligibility To be eligible for reimbursement, the following conditions must be met:
  - A. The transferring or hiring Agency Director must approve moving reimbursement.
  - B. The payment of moving expenses must be justified.
  - C. The relocation must occur within six months of transfer or appointment.

- D. Except for people newly hired due to critical need, the employee must have achieved permanent status within the agency at some point in time, thus being permanent to the agency rather than permanent in position classification.
- E. The transfer must be for the convenience of the State and not for the convenience of the individual.
- F. The move must be for more than fifty miles between duty station or home address, whichever is less.
- G. Subject to all other conditions of eligibility, the State may, on behalf of those current State employees with demonstrated financial hardship, pay a vendor directly for moving expenses incurred. For example, the State may pay the common carrier directly for moving of household goods in lieu of reimbursement to the employee. All requests for a direct payment to a vendor shall be submitted as part of the request for payment to the Clerk of the Board of Examiners before obligations are incurred.
- V. Allowance for Moving Household Goods by Common Carrier is as follows:
  - A. Up to 18,000 pounds of household goods.
  - B. Up to 60 days storage in transit. Storage may be paid at point of origin, destination point, or both but shall not exceed a total of 60 days.
  - C. The employee may secure and be reimbursed for transit insurance up to a maximum of \$75,000 coverage on such household goods.
  - D. The reimbursement rate for packing material and labor will be the actual cost of the household up to the maximum of \$750.00.
  - E. Reimbursement may not be claimed on the following items: Animals, excessive hobby material and equipment automobiles boats, airplanes, camping vehicles and mobile homes which are not the primary residence of the employee, explosive and other dangerous goods, foodstuffs subject to spoilage, building materials, fuel or other similar non-household articles and goods not the property of the employee.
- VI. Allowance for Moving Household Goods by Rental Truck or Trailer:

An employee may elect to move his household goods in a rental truck or trailer:

A. The maximum allowable moving costs using rental equipment may not exceed the cost of moving 18,000 pounds of household goods by common

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carrier plus the maximum rate for packing material and labor. These costs must be compared between the same origin and destination.

B. A mileage allowance for towing a trailer by personal automobile may be paid at the rate established for use of a private vehicle at the State's convenience.

## VII. Allowance for Moving Mobile Home:

Allowable moving expenses may be paid for a mobile home that is the primary residence of the employee.

- A. Allowable mobile home moving expenses may not exceed the cost of moving 18,000 pounds of household goods by common carrier plus the maximum rate for packing material and labor. These costs must be compared between the same origin and destination. Two extra days of per diem will be allowed if the employee moves the mobile home him/herself.
- B. Allowable moving costs may include a combination of costs resulting from move household goods by common or other carrier and moving the mobile home by a professional mover. Items excluded for allowable costs are: wrecker services necessary to place the unit in position for over-the-road movement tire failure, temporary carriage or the installation of a removable undercarriage and any costs incurred to bring the mobile home up to safety requirements for over-the-road movement.

# VIII. Per Diem and Subsistence Allowances for Moving:

Allowable per diem and subsistence allowances:

A. Per Diem will be paid for the actual days in transit not to exceed 6 days. The employee may elect to utilize a portion of the total day allocation to locate suitable housing before the move, with prior approval from the Agency Director.

Per Diem and mileage rates allowable for location of housing will only apply to the employee and spouse and will be reimbursed at the in-State rates.

- B. Allowable per diem shall be equal to regular travel status for the employee and family members.
- C. Allowable lodging will be approved as follows:
  - 1. For the employee: Established in-State rates.
  - 2. For the spouse: Three-fourths the amount allowed the employee

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up to the actual.

- 3. For each additional member of the family: Age 12 or over, three fourths of the employee allowance up to the actual; under age 12, one-half the employee allowance up to the actual.
- 4. Receipts are required for lodging.

## IX. Mileage Allowance:

In addition to the allowance for moving household goods, an agency may pay one-way personal vehicle mileage from the old to the new place of residence for a maximum of two personal vehicles. The actual miles traveled are reimbursable at the rate established for use of a personal vehicle at the State's convenience.

### X. Maximum Allowance:

The specified allowances should not be considered as entitlements. An agency may, with the approval of the Board of Examiners, establish a rate of reimbursement less than the amounts specified.

XI. Each Division Agency shall develop specific written procedures to implement the provision of this policy or shall incorporate this policy into the agency policy manual.

CHAO BRANDONEUS)

Administrator

Effective Date: 07/15/05

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