State Moving Reimbursement Policy

To be reimbursed for moving under a state account the new hire must be moving more than 50 miles from their current location, will be a new state employee, and a UUP or MC employee.

The individual must contact three moving companies and obtain quotes. The individual must select the lowest quoted price. The individual must prepay for the expense and be reimbursed.

Below are the reimbursable costs for moving.

Moving cost for up to 12000 pounds of household goods only
Mileage for one vehicle at the moving mileage government rate (Currently 23 cents per mile)
Tolls for one vehicle and if the individual opts to move themselves then tolls for U-Haul only
Only one trip for the move. Cannot be done in multiple trips or with multiple destinations
Move must be shortest distance from current home to new home.
If U-Haul used reimbursement for gas for U-Haul only.

Costs that cannot be reimbursed.
Hotels
Meals
Airfare
Towing or shipping of vehicle, boats, snowmobiles, etc.
No towing equipment (lights, tows, etc.)
No Multiple trips
No reimbursement for looking for housing
Once the individual has paid for their move the department must submit the following paperwork to Accounts Payable:

Standard Voucher

Purchase requisition

Request for Reimbursement for Moving Expense Agreement Form

All original paid receipts

Copies of the bill of lading listing items moved

Mileage Form

The reimbursement cannot take place until after the individual receives their first pay check.