

# SAM – TRANSPORTATION MANAGEMENT

STATE OF CALIFORNIA  
**MOVING/RELOCATION EXPENSE  
 APPROVAL REQUEST**

**INSTRUCTIONS**

1. Request must be complete and legible.
2. No claim will be considered unless it is first processed by the agency headquarters office and signed by authorized staff.

STD. 266 (REV. 9-94)

CLAIMANT'S NAME		CLAIMANT'S WORK TELEPHONE NUMBER	CB/ID
REQUESTING AGENCY NAME		REQUESTING AGENCY ADDRESS	
PERIOD FOR WHICH THE EXCEPTION IS REQUESTED	TOTAL REQUESTED \$	AGENCY CONTACT PERSON	TELEPHONE NUMBER

**CHECK ONE, GIVE EXPLANATION BELOW, AND ATTACH REQUIRED INFORMATION/DOCUMENTS**

1. **EXCESS MOVING WEIGHT ALLOWANCE.** (Household effects in excess of the maximum allowance (11,000 lbs.) requires appointing power approval) See Department of Personnel Administration (DPA) Rule 599.719, Section 3823 of the State Administrative Manual (SAM) and DPA delegations. **EXCESS WEIGHT OVER 23,000 LBS. REQUIRES DPA APPROVAL.**
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| <p>A. Legible copy of carrier's estimate of moving weight and costs--front and back with notations of items to be moved.</p> <p>B. If estimated weight is over 15,000 lbs., send legible copy of Inventory of Household Goods after move occurs.</p> <p>C. Copy of weighmaster's certificate or carrier's bill showing total weight of household goods (if appropriate).</p> | <p>D. Size of family to be moved.</p> <p>E. Reason for extra weight (describe hobbies, heavy furniture, large library, etc.).</p> <p>F. What efforts were made to reduce the weight?</p> <p>G. Additional information that might have a direct bearing on the case</p> |
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2. **ADDITIONAL RELOCATION ALLOWANCE.** (Relocation allowance in excess of 60 days.) DPA Rule 599.721 or 599.722 and Section 3830 of SAM. **Requires DPA approval.**
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| <p>A. Date of transfer notification and actual transfer date.</p> <p>B. Actual per diem claimed to date.</p> <p>C. Beginning and ending dates.</p> <p>D. What are the unusual circumstances?</p> | <p>E. Exactly where is the employee currently residing? (Provide name and address.)</p> <p>F. List the employee's anticipated daily expenses.</p> <p>G. Total cost of additional relocation.</p> |
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3. **ADDITIONAL STORAGE.** (Storage allowance in excess of 60 days.) DPA Rule 599.719 and Section 3824 of SAM. **Requires DPA approval.**
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| <p>A. Date goods were stored.</p> <p>B. Additional days requested.</p> <p>C. Transfer date of employee.</p> | <p>D. Housing circumstances of the employee and his/her family during the period of storage.</p> <p>E. Reason why request is being tendered.</p> <p>F. Cost of additional storage.</p> |
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4. **SIX-MONTH EXTENSION FOR THE SALE OF THE OLD RESIDENCE.** (Applies to represented employees only.) DPA Rule 599.716. **Requires departmental approval.**
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| <p>A. Date of transfer notification</p> <p>B. Actual transfer date.</p> | <p>C. Date the residence was placed on the market</p> <p>D. Efforts made to sell residence during the one-year period after transfer.</p> |
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5. **OTHER (Specify)** \_\_\_\_\_

EXPLANATION/REASON (If more space is needed, use reverse)

**Complete, initial, and date the following certification:**

I certify that no articles prohibited by DPA Rule 599.718 are included in the estimated total weight of \_\_\_\_\_ lbs. Permission is requested to include \_\_\_\_\_ lbs. of excess weight.

Initial \_\_\_\_\_ Date \_\_\_\_\_

I certify that the above information is true and correct.		CLAIMANT'S SIGNATURE 	DATE SIGNED
AGENCY HEADQUARTERS APPROVAL 	TITLE	DATE APPROVED	TELEPHONE NUMBER
DEPARTMENT OF PERSONNEL ADMINISTRATION APPROVAL 	TITLE		DATE SIGNED