

SAM—TRANSPORTATION MANAGEMENT

EMPLOYEE CONTRACTED SHIPMENTS

3822

(Revised 03/07)

When authorized by Part I of Moving Service Authorization, [STD. 255](#), employees may contract with any household goods carrier. You must pay the carrier directly and submit a claim for reimbursement on a Travel Expense Claim, STD. 262. Your claim must be supported by legible copies of the carrier's itemized invoice, copies of shipping instructions, freight bills, and the official certificate of the weight of the shipment. Your claim is subject to the maximum allowances listed in the California Code of Regulations. You must send your Travel Expense Claim and supporting materials to the DGS Transportation Management Unit for a ruling that rates and charges do not exceed those assessed by a carrier for a comparable State-contracted shipment before the expense claim is submitted to the State Controller for payment.

Employee claims are subject to the procedures in SAM Sections 3823, 3824, and 3826 except STD. 255 need not be drawn up with the carrier.