

SAM—TRANSPORTATION MANAGEMENT

DISTRIBUTION OF CHARGES BETWEEN AGENCY AND EMPLOYEE

3826

(Revised 03/07)

After the audit of the carrier's freight bill by the DGS [Transportation Management Unit](#), your agency is responsible for any necessary distribution of charges between your agency and you. Use the following steps:

1. Adhere to CCR, Title 2, Sections 599.718 through 599.722.
2. The agency notifies the employee to send payment to the agency for all charges:
 - a. Not covered or otherwise authorized.
 - b. Not essential to the physical move of the goods as a single unit in regular carrier service. This includes moves of basic household furnishings from a single location at origin to a single location at destination either directly or through a storage warehouse.
 - c. Resulting from split pickup and split delivery service.
 - d. For overtime that was not authorized in advance by the agency.
 - e. For expedited service.
 - f. Resulting from nonessential service provided at the specific request of the employee.
 - g. For transportation of pets such as birds, fish, cats, dogs, and livestock.
3. When the carrier's official weight certificate shows an actual weight of shipment that is more than the employee's authorized weight allowance, the DGS Transportation Management Unit determines the amount due from the employee for the extra weight. These charges will include those for transportation, packing containers and materials, packing and unpacking labor, and other services needed for the physical move of the goods as a single unit to the new location.
4. When the employee owes money, the agency must collect it and submit it with the invoice. Inability to contact the employee or the employee's reluctance to promptly pay does not excuse the agency from delaying the payment of the State's share. It is the agency's responsibility to ensure that the employee pays his/her portion promptly since the carrier is under contract with the State.