

RELOCATION GUIDELINES (DGS-308) REV 8/11/2006			
What is required?	REPRESENTED: Promotion, Involuntary Transfer or Transfer in lieu of Layoff. Represented positions in BU 10,12,13,14,18	EXCLUDED: Promotion or Involuntary Transfer. Excluded position or to a Represented position in BU 1,2,3,4,5,6,7,8,9,11,15,16,17,19,20,21	NEW HIRE: Excluded or Represented. New Hires are persons who have never had a permanent appointment with the State, and includes prior permanent employees who are reinstating after a permanent separation from State service.
The DGS Authorization Memo/Letter must include the employee's start date, new CBID, reimbursements allowed, DPA rules that relate to the reimbursement, and the appointing power's (Director) decision on whether to give partial or full reimbursement of the reimbursable relocation items in accordance with the DPA Rules.	Relocation reimbursement shall include all or part of any or all of the reimbursable relocation items in accordance with the DPA rules that apply. 599.714, 715, 716, 717, 718, 719, 721 and 724. (Reimbursement for moves due to transfer may be granted when DPA has determined in advance that the officer or employee will be subject to unusual and unavoidable hardship by reason of the change of residence.) (NOTE: only the memo to the employee is required)	Relocation reimbursement shall include all or part of any or all of the reimbursable relocation items in accordance with the DPA rules that apply. Excluded Rules 599.715.1, 716.1, 717.1, 718.1, 719.1, 722 and 724.1. (Partial reimbursement may be authorized when the appointment is made by transfer determined in advance that it is in the best interest of the State to reimburse all or part of the actual reasonable and necessary relocation expenses as an incentive to recruit employees to positions that are designated by the appointing power as difficult to fill or because of outstanding qualifications of the appointee, or due to unusual and unavoidable hardship to the employee by change of residence) (NOTE: only the memo to the employee is required)	Relocation reimbursement shall include all or part of any or all of the reimbursable relocation items in accordance with the DPA rules that apply. 599.714, 715, 716, 717, 718, 719, 721 and 724. (Reimbursement for moves due to transfer may be granted when DPA has determined in advance that the officer or employee will be subject to unusual and unavoidable hardship by reason of the change of residence.) (NOTE: only the memo to the employee is required)
DGS-306 Relocation Certification & Tax Acknowledgement	Required	Required	Required
DGS-307 Relocation Distance Test	Must be 35 miles between old and new HQ and 35 miles between old and new residence and at least 35 miles between old residence and new HQ. New residence and new HQ should not be further than 35 miles.	Must be 50 miles plus the number of miles between the old residence and the old HQ.	More than 75 miles from the employees primary residence .
STD-262 Travel Expense Claim for reporting mileage	6 cents per mile one way one time only.	18 cents per mile one way one time only.	Based on Represented or Excluded
Receipts for Miscellaneous Expenses	Up to \$200 for costs associated with the movement of household goods. (599.715)	Up to \$200 for costs associated with the movement of household goods. (599.715.1)	Up to \$200 for costs associated with the movement of household goods. Requires advance approval by the Director of DPA. (599.715 or 599.715.1)

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Seller's Closing Escrow Statement for Sale of Residence	Commission, title insurance, escrow fees, prepayment penalty, local taxes (not property tax), and up to \$200.00 in other miscellaneous seller costs. (Always taxable). This requires the seller's escrow closing statement. Claims for sale of residence must be submitted within 1 year following the date of report to new HQ. An extension of not more than 6 months may be granted by the Director of DPA. (599.716.)	Commission, title insurance, escrow fees, prepayment penalty, local taxes (not property tax), and up to \$200.00 in other miscellaneous seller costs. (Always taxable). This requires the seller's escrow closing statement. Claims for sale of property must be submitted within 2 years following report to new HQ. No extension will be allowed. (599.716.1)	Does not apply
Receipts for Settlement of Lease	In lieu of sale of residence , up to 12 months penalty, or up to 30 days on a month to month rental. (Always taxable) 599.717	In lieu of sale of residence , up to 12 months penalty, or up to 30 days on a month to month rental. (Always taxable) 599.717.1	Does not apply
Three (3) quotes from commercial movers. Receipts for the movement and storage of household goods. Subject to the contents and weight limitations of DPA Rules.	Weight limit is 11,000 lbs. Up to 60 days in storage. Up to \$1.50 /lb for cost of insurance reimbursement on items shipped by household goods carrier. (599.718 and 599.719) Claims for exceptions to 11,000 lbs will be considered only when it has been determined that every reasonable effort had been made to conform to statute. (599.718 and 599.19)	Weight limit is 11,000 lbs. Up to 60 days in storage. Up to \$2.00 /lb for cost of insurance reimbursement on items shipped by household goods carrier. (599.718.1 and 599.719.1) Claims shall be submitted no later than 2 years and 60 days from the effective date of appointment or 15 days prior to voluntary separation whichever is first. (599.718.1 and 599.719.1)	Reimbursement up to \$1,000 for costs of moving household goods. Department's that wish to reimburse more than \$1,000 must obtain prior written approval from the Department of Finance.
Receipts for the movement of Mobile Home	In lieu of sale of residence , tear down and set up, transport of coach, permits, etc. (599.720)	In lieu of sale of residence , tear down and set up, transport of coach, permits, etc. (599.720.1)	Does not apply

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Receipts for meals and lodging at the new headquarter's location	Meals, incidentals and receipted lodging at the new HQ up to 60 days based on rates and conditions in DPA Travel Rule 599.619 , limited conditions and time, limited exceptions by appointing power. Always taxable. (599.721)	Meals, incidentals and receipted lodging at the new HQ up to 60 days based on rates and conditions in DPA Travel Rule 599.619 , limited conditions and time, limited exceptions by appointing power. Always taxable. (599.722)	Subject to advance approval by the Director of DPA, the appointing power may offer an excluded employee (not a represented employee) reimbursement up to 30 days for meals and lodging while hunting for a new residence, in accordance with the rates and time frames set forth by DPA Travel rule 599.619 (and up to 14 of the 30 days may be used for pre-move house hunting, reimbursable after the report date).
STD-262 Travel Expense Claim for relocation expenses	TEC's must be submitted no later than 6 months from the reporting date (preferably within 30 calendar days or the 1st of the month following the reporting date.) . All claims must be substantiated by receipts.	TEC's must be submitted no later than 6 months from the reporting date (preferably within 30 calendar days or the 1st of the month following the reporting date.) . All claims must be substantiated by receipts.	TEC's must be submitted no later than 6 months from the reporting date (preferably within 30 calendar days or the 1st of the month following the reporting date.) . All claims must be substantiated by receipts.
Check or money order to reimburse the Department of General Services	If an employee whose travel and moving expenses have been so paid does not continue employment for a period of 2 years , the employee shall repay the Department of General Services. (599.723)	If an employee whose travel and moving expenses have been so paid does not continue employment for a period of 2 years , the employee shall repay the Department of General Services. (599.723.1)	If an employee whose travel and moving expenses have been so paid does not continue employment for a period of 2 years , the employee shall repay the Department of General Services. (599.723 or 599.723.1)
STD-675 or STD-676P for tax liability	Subject to tax reporting and withholding	Subject to tax reporting and withholding	Subject to tax reporting and withholding