Household Goods Relocation Information

For use with a permanent state employee/officer due to a change of assignment , promotion or other reason related to change of residence being paid/reimbursed by the State of California

Introduction

The following information is provided to assist you in planning and completing your forthcoming household goods move. Both intra state and interstate relocations are addressed. These instructions do not apply to household moves for other than CURRENT PERMANENT STATE EMPLOYEES. This information may help you avoid unnecessary personal and financial inconvenience. Retain all documents.

Defined are the allowable benefits for shipping your household goods; or if you reside in a mobile home, for transporting the mobile home. Before incurring any expenses your new appointing authority should provide you with a written list of those relocation expenses that will be reimbursed by the State. The following information will provide essential information you need in planning your household goods move or to relocate your mobile home with additional information of how to plan your authorized interstate move and advising you the cautions of shipping prohibited items.

Payment by the State of your household moving expenses may be authorized when the move is as a result of a promotion or an involuntary transfer to a new location and when certain distance requirements are met.

There may be taxable income paid by the State for your moving expenses. Federal Income, Social Security, and Medicare tax questions should be directed to the Internal Revenue Service (IRS). State income tax questions, should be directed to the Franchise Tax Board (FTB).

Your agency will provide you with an original and two copies of a STD 255, MOVING SERVICE AUTHORIZATION (EMPLOYEE HOUSEHOLD GOODS), Part I of which must be completed and signed by your agency's appointing authority. The completed STD 255 authorizes your household goods move up to 11,000 pounds and up to 60 days of storage in transit. Your signature in Part I on all copies is required to certify you will notify your agency of and pay transportation and related charges on any items prohibited by DPA rules and regulations. Any exceptions to these limits must be approved in advance by the appointing authority and Department of Personnel Administration (DPA) on a STD 256, MOVING/RELOCATION EXPENSE APPROVAL REQUEST. For example, Rules 599.718 and 599.718.1 lists specific articles such as "other motor vehicles"

(motorcycles, trail bikes, etc.) and "firewood" which may not be transported at State expense. (See instructions on how to complete Part II of STD 255 and final disposition of the form) NOTE: THERE ARE SOME SPECIFIC LIMITS TO EXCEPTIONS BEYOND WHICH THERE IS NO APPROVAL AUTHORITY.

It will be to your advantage, both from the standpoint of reducing the weight of your shipment and eliminating the possibility of violation of DPA rules, to carefully screen all of your possession to eliminate any items you will not be using at your new location and to determine if you are shipping any items that are prohibited articles, not classified as "household effects" as defined in Rules 599.718 and 599.718.1. If any doubt exists as to whether any items should be included in the shipment, you should obtain, from your agency, in writing, an approval by the appointing power to consider an item of "household effects". If it is not approved and the item is included in your shipment, you shall bear the cost of transporting the item.

If you reside in a mobile home, instead of a STD 255, you will receive from your agency a MOVING SERVICE AUTHORIZATION (MOBILE HOME)) STD 255A. Part I of this form will authorize you to engage the services of a commercial firm who specializes in transporting mobile homes. Refer to Section 9 for details on arranging a mobile home move.

(1) <u>Deciding the Method of Moving your Household Goods</u>

After you have been notified in writing by your agency that the State will pay for your moving expenses, within the authorized limits you may move your household goods under one of the following options.

(A) <u>First Option – Professional Move – Engaging a carrier on the State's List of Eligible Carriers</u>

Select a carrier from the State's List of Eligible Carriers, which you received along with this information, from your agency.

Contact the carrier of your choice and make an appointment for a tour of your residence. After the visual inspection, the carrier will provide you with copies of two estimating documents. One is the "Basis for Carrier's Estimated Cost of Services" which summarizes the services you require such as packing, unpacking, storage in transit, etc. and must be signed by you or your agent. The other is an "Estimated Cost of Services" containing the signature of the estimator and providing a cost estimate of the services you requested. For any additional services not included on the "Estimated Cost of Services" the carrier prior to performing such services must provide you with a "Change Order for Services."

If you are unable to locate a carrier on the State's List of Eligible Carriers you must contact Transportation Management and arrangements will be made for an eligible carrier to handle your goods.

If the "Estimated Cost of Services" indicates the weight of your shipment exceeds 11,000 pounds, you must reimburse the State for the amount of the carrier's charges resulting from excess weight of 11,000 pounds or obtain your agency's approval for that cost.

When you have decided on the carrier of your choice, complete in triplicate, Part II of the authorized STD 255) MOVING SERVICE AUTHORIZATION (EMPLOYEE HOUSEHOLD GOODS) by obtaining the signature of the carrier's agent on all copies. The original goes to the carrier, you retain the duplicate, and the third is to be mailed to Transportation Management, 1700 National Drive, Sacramento, CA 95834-1965, along with all supporting documents presented to you by the carrier on the days when the services are performed at your residences. (The STD 255 is invalid unless Part I is completed and signed by the appointing authority.)

At this point the State has entered into a Transportation Rate Agreement with the carrier for transporting your household goods. Full moving costs will be absorbed by the State, providing you do not request any unusual services for your own convenience (such as split pickup or delivery) and you have approval for any exceptions and your move does not exceed DPA limitations. Contact your Agency's Relocation Office for any questions you may have regarding to your authorized relocation benefits.

It is your responsibility as a State employee to keep your moving costs to an absolute minimum. Furniture, appliances, books, magazines, and other personal effects, which will not be used in your new residence, should not be shipped. Premium rates for expedited delivery and work performed on Saturdays, Sundays and Holidays, valuation and insurance charges (See Section 5) and charges for excess weight and storage beyond authorized periods are among those to be avoided unless you intend to pay such costs.

Upon completion of the move, the carrier will submit the bill to the State. Transportation Management will audit the bill. Your agency will notify you of any valid assessed charges, which are not payable by the State due to statutory allowances, and you must immediately pay this amount to your agency.

If the Transportation Rate Agreement is with a carrier that is not on the State's List of Eligible Carriers the move is entirely at your own expense. The State cannot offer any protection against the carrier's charges that may be in excess of those that the carrier would be required to assess if the State were contracting for those services. You must be prepared to pay the carrier in cash or by a certified check prior to delivery of your goods at destination, as most carriers will not accept a personal check. It is strongly recommended that you seek advice from

your agency before proceeding with this option.

Be advised that on California Intrastate moves under hourly rates (50 miles or less), household goods shipments usually are not weighed and you will need to ask the carrier to obtain weight master certificates pertaining to your shipment. Such weight certificates must be submitted with any claim to the State for reimbursement.

(B) <u>Second Option – Moving Yourself</u>

You may choose to move your own household goods using either of the below methods. Reimbursements for a self-move are limited to only items specifically noted in (I) and (II) below.

(I) You may move your possessions yourself by rental of a truck or trailer from a commercial establishment. When not included in the truck rental rate, the cost of gasoline, rental of a furniture dolly, packing cartons and protective pads may be reimbursed. Receipts are required for every item of expense. No other moving expense shall be allowed. If the rental is over $1,000. the claim must be accompanied by one written commercial professional move quote. Caution: Some automobile insurance policies may be null and void when puling a trailer without a special coverage endorsement. (The state does not reimburse any private insurance.)

(II) You may move your possessions yourself entirely in your non-commercial privately owned vehicle. If household goods are moved exclusively in the employee's personal vehicle, reimbursement for mileage may be claimed at the state mileage rate. No other mileage or moving expense shall be allowed.

<u>If you move yourself, you will not be covered through the State for any loss or damage of your household effects. The State's insurance policy does not honor any claims where a self-move is performed. The insurance of a self-move is not a reimbursable expense.</u>

(3) <u>Entering into a contract with the moving company you have selected from the State's List of Eligible Carriers.</u>

(A) <u>Confirmation of Shipping Instructions</u>

Once you have selected your household goods carrier and the authorized STD 255 has been signed and dated by you and the moving company, the carrier will present you with a document known as Confirmation of Shipping Instructions. This will be signed and dated by you and the carrier's representative and a copy must at the time of signature be handed to you. This is your Transportation Rate Agreement with the carrier. Written into this document should be all of the services, rates and other information needed by the carrier to compute and extend the charges once the transportation has been performed. The confirmation document contains all of the Transportation Rate Agreement provisions and should be examined carefully before you sign. This document must be executed with a legible copy in your possession before the transportation is performed. Do not lose it, as it is essential in the event of any disputed freight charges or failure by the carrier to perform the required services.

(B) <u>Preferred Delivery Date</u>

The carrier should give you a preferred date for delivery at your new residence and this should be indicated in writing on the Confirmation of Shipping Instructions. If the carrier is unable to meet this date prompt notification must be given as to a new arrival date. You should ensure that a valid contact address and telephone number appear on all copies of the Confirmation of Shipping Instructions.

(C) <u>Expedited Service Costs More</u>

If you have only a small shipment, say 2,000-4,000 pounds, you should determine if the carrier intends to hold the shipment at their terminal or warehouse until it can be consolidated with other shipments. If you ask the carrier to expedite the shipment, you may be charged on a minimum weight of 5,000 pounds or more. If so, you will be required to pay the difference between the actual and the minimum weight.

(D) <u>Inventory at Origin Residence</u>

For your protection, you should require the carrier to make a complete inventory of your possessions as your effects are removed from your residence and loaded into the van. Standard codes identify the condition of each item and location of scratches, etc. The carrier will require you to sign the inventory sheet and you should make certain the carrier's coded notations reflect the true condition of your goods. As you sign, also show the date and time. Retain a copy for your record, as a basis for any claims you may have against the carrier for loss or damage.

(E) <u>Inspect the Household Goods at Destination</u>

Upon delivery of your household effects at the destination residence the carrier will ask for your signature on the delivery receipt. Before signing, inspect and compare each item with your copy of the inventory and ask the carrier to note on your copy of the delivery receipt or inventory any damage that may have occurred while the goods were in the possession of the carrier and/or in storage in transit (See Section 5 for discussion of carrier's liability and loss and damage).

Retain the duplicates of the forms you signed, then immediately after the move, forward them to Transportation Management (include the second copy of your Moving Service Authorization STD 255). Transportation Management uses these documents in the audit of the carrier's freight bill.

(F) <u>Packing and Unpacking</u>

Within the authorized weight allowances and for authorized items you are entitled to normal packing and unpacking services. To assist in the audit of your carrier's assessed charges, you must be aware of the number and size of cartons packed and unpacked. Be sure you accurately verify this information on the State's Packing/Unpacking and Container Verification Form. Unpacking is not automatic and must be requested by you as the owner of the goods if unpacking is desired.

(G) <u>Your Carrier Charges for Long Carries, Stairways and Elevators</u>

Where the walking distance between the entrance to your apartment or private dwelling and the position of the carrier's van at the time of loading or unloading is greater than 75 feet, be certain to note on the Service Verification form(s) your best estimate of the distance in feet. This establishes the validity of any charges for "long carry" which may be assessed by your carrier. Also, in loading or unloading your goods, if the carrier's crew is required to use any elevators or walk up or down more than 7 stairs, be certain to note the details on the verification form(s).

(H) <u>You are Liable to pay for any Split Pickup or Split Delivery</u>

You are authorized for a move from a single location at origin to a single location at destination either direct or through a storage warehouse as a single unit. Any split pickup or split delivery charges assessed by your carriers for services such as delivering some of your goods to a temporary residence (split delivery) which you plan to set up, and subsequently for picking them up (split pickup) must be borne by you. You should have a clear understanding with the carrier as to how these charges will be assessed as under some conditions can be rather substantial. You may find it to your advantage to avoid charges for split shipment through such arrangements as transporting the minimum essentials to your temporary residence thence onward to your final residence at your own expense.

(I) <u>Storage In Transit</u>

(A) ***<u>How to place your household goods in a storage warehouse</u>***

If it is necessary to have your possessions stored before they can be delivered to your new location, the State will pay for storage in transit within the authorized weight up to 60 days. Goods placed in storage in transit must be weighed, as charges are based on weight. All charges (regardless of weight) resulting from storage in excess of 60 days must be paid by you, and your agency will look to you for this amount, unless you obtained prior authorization to store your goods for a longer period. Except where absolutely essential, it is to your advantage to avoid storage in transit as loose household goods receive at least twice the handling through warehousing.

If your effects are in storage longer than 60 days, the State will still reimburse you within the authorized weight for the transportation charges assessed for delivery from the warehouse to your destination residence.

If the storage of the household goods will be in storage in excess of 90 days, the carrier upon the 91st day converts the storage in transit to permanent storage. The carrier is no longer regulated by authorities as to what the charges for storage will be. These charges can result in a substantial amount and should be agreed upon by both the shipper and the carrier before the conversion to permanent storage occurs.

The State's Insurance company only protects the household goods for 120 consecutive day of storage even though the State will only pay for 60 day of storage. Therefore insurance/valuation should be obtained from the carrier if you anticipate the storage to exceed 120 days.

The goods should usually be placed in storage in transit near your final destination for your own convenience so that you can withdraw goods when you need them. Access charges for withdrawing a portion of the goods in storage are not payable by the State, similar to a split delivery.

(J) ***<u>Transportation out of storage</u>***

If items have been added to or deleted from the original shipment you must have the carrier obtain a certified weight of the goods moving out of storage.

<u>Accessorial Services</u>
It is your responsibility to arrange for the servicing of appliances and other articles requiring special servicing to withstand the move if the carrier does not make arrangements to have qualified servicemen do the job. Be certain that your carrier's freight bill includes a third party receipt that such services were performed.

(4) ***Exceptions to Authorized Limitations***

How to Request Authority to Exceed Limitations

Determination of relocation reimbursement is permitted after, as well as before the change of residence. When an approval for excess weight has been made in advance of the change of residence but the actual weight subsequently move exceeds the amount allowed, the employee may request an additional limit. The request must be submitted to the new appointing authority on STD 256, to which is attached a legible signed copy of the selected carrier's Estimated Cost of Services, Change Order for Services and legible copies of the weight master's certificates supporting the carrier's billed weight. Under no circumstances will any weight in excess of 23,000 pounds be paid by the State.

(5) ***Valuation of Shipment Insurance And Loss and Damage***

IF YOU ENGAGE THE SERVICES OF A CARRIER WHO IS NOT ON THE LIST OF ELIGIBLE CARRIERS, YOU WILL BE ASSUMING THE RISK OF INCURRING SUBSTANTIAL COSTS THAT MAY NOT BE REIMBURSABLE BY THE STATE. WHEN CONTRACTING WITH A CARRIER UNDER THIS METHOD, VALUATION/INSURANCE IS NOT REIMBURSABLE NOR WILL THE STATE'S INSURANCE POLICY BE IN EFFECT.

(A) ***Professional Moving Companies from State's List of Eligible Carriers***

(1) ***Extent of Protection while household goods are in transit***
Should there be loss or damage to your household goods during shipment, you are accorded protection in an amount that is sufficient for most moves. This protection is provided from two sources, as discussed in (A) and (B) below:

(A) ***Household Goods Carrier's Released Valuation***
The carrier you select from the State's List of Eligible Carriers has been instructed to accept your property at an agreed or declared value of sixty cents (.60) per pound per article. This established the carrier's liability for loss or damage

(B) Insurance for Household Goods Carrier's Moves
The State has arranged for insurance that automatically protects all officers and employees against loss or damage to household goods being transported by household goods carriers under the MOVING SERVICE AUTHORIZATION (STD 255). Under this coverage your goods are insured to a depreciated value of $2.00 per pound of the actual (certified) weight. A deductible of $250. is applicable to each claim. The household goods are covered by this insurance while in transit in the care and custody of the carrier, including storage in transit for a period that does not exceed 120 consecutive days. It is emphasized that this insurance coverage does not extend beyond 120-calendar day of storage in transit.

In arranging your move, you should view with caution any insurance offered by your household goods carrier or his proposals to establish a declared value higher than sixty cents per pound per article. Any insurance or valuation charges assessed by your household goods carrier will not be paid by the State.

(2) The insurance, which the State provides, is underwritten by the State's insurance company. It is not necessary for you to complete any insurance forms as the insurance is provided automatically for moves performed when a STD 255 is issued. Since there will be no insurance policy or certificate furnished to you, the following is provided as a summary of some of the essential features of this insurance:

(A) The amount of insurance is not limited to $2.00 per pound per item, but rather is limited to $2.00 times the total weight of the shipment, not to exceed the DEPRECIATED VALUE of a damaged item.

(B) Protection is accorded against all risks of physical loss or damage from any external cause with certain exceptions. The following kinds of losses are not covered:

(1) Loss or damage to accounts, bills currency, deeds, evidence(s) of debts, securities, money, notes, jewelry, watches, precious stones;

(2) Loss or damage from insects, moths, vermin, ordinary wear and tear and/or gradual deterioration, inherent vice, depreciation;

(3) ***Loss or damage caused by breakage of fragile articles, such as china, glassware, statuary, marble, bric-a-brac, and other articles of similar character and nature, unless packed by a carrier for hire, or its duly authorized agent, and charge made and paid for such service, or unless such a loss or damage is directly caused by fire, collision, tornado, clone, windstorm or flood;***

(4) ***Furs or garments trimmed with fur;***

(5) ***Loss or damage caused by or resulting from: (1) hostile or warlike action in time of peace or war, including action in hindering, combating, or defending against an actual, impending or expected attack, (a) by any government or sovereign power (de jure or de facto); or (b) by any authority maintaining or using military, naval or air forces; or (c) by an agent of any such government, power authority or forces; (2) any weapon or war employing atomic fission or radioactive force whether in time of peace of war; (3) insurrection, rebellion, revolution, civil war, usurped power, or action taken by governmental authority in hindering, combating or defending against such as occurrence, seizure or restriction under quarantine or customs regulations, confiscation by order by order of any government or public authority, or risks of contraband or illegal transportation or trade;***

(6) ***Loss by nuclear reaction or nuclear radiation or radioactive contamination all whether controlled or uncontrolled, and whether such loss be direct or indirect, proximate or remote, or be in whole or in part caused by, contributed to, or aggravated by peril(s) insured against in this policy however, subject to the foregoing and all provisions of this policy, direct loss by fire resulting from nuclear reaction or nuclear radiation or radioactive contamination is insured against by this policy;***

(7) ***Spoilage of any refrigerated property, however caused;***

(8) ***Loss or damage to any automobile or vehicle designed for highway use, any aircraft, nor any trailered watercraft. This exclusion does not apply to rowboats, canoes, sailboards, etc.***

(9) ***Loss or damage to any shipment with respect to self-moves made by employees of the Insured.***

(10) Loss to mobile homes or their contents.

(11) Loss for moves outside of the State of California, except when point of origin and point of destination are within the State of California.

THE STATE'S INSURANCE POLICY DOES NOT COVER ANY SELF-MOVES AGAINST ANY LOSS OR DAMAGE.

(6) How to File a claim for Loss and/or Damage

In case of any loss or damage to your belongings you initially must file a claim with your household goods carrier. There are time limits for filing claims that are contained in the contract terms and conditions of the Confirmation of Shipping Instructions, which you received from you carrier. Your written claim against the carrier should be made as soon as possible after the loss or damage occurs. The household goods carrier will furnish the necessary claim forms, and will possibly want to inspect damaged items.

You should retain copies of all correspondence and forms regarding a claim.

If your claim is denied by your household goods carrier, or paid in an amount less than the full amount of your claim, immediately report the claim to the State's Insurance Broker.

Please contact the Office of Risk and Insurance Management at http://www.orim.dgs.ca.gov or by call 916.375.5300/CalNet 8.480.5300.

After settlement of your claim by the household goods carrier and the State's insurance company, there may be an unpaid balance up to the deductible of $250. That balance may be claimed from the State through a travel expense claim (STD 262). Employees submitting a claim for reimbursement for damages must furnish a copy of the original claim, and documentation of the amount paid by the household goods carrier and the State's insurance company.

Any additional coverage is at your expense

If you believe that the above-described protection is insufficient for your needs, you should arrange with your insurance broker whatever additional coverage is needed, at your expense.

(7) Your Carrier's Liability is Limited by Law

Before your goods are packed or transported, you should study the "Important Information For Shippers of Household Goods (Within California)" issued by the California Public Utilities Commission defining certain limits of liability of your household goods carrier as it relates to damage to electrical appliances, TV sets, phonographs and the like, or damage to fragile items not packed by the carrier. The carrier provides this document.

In the event your shipment, while in transit, in your carrier's possession is subjected to loss or damage, in filing any substantial claim, it would be prudent to meet the requirements of the Public Utilities Commission's tariff governing those matters, which information is available at any PUC field office.

(8) Payment of Carrier's Charges

When your household effects are transported under the Moving Service Authorization, STD 255, the carrier is instructed to invoice the authorizing State agency for all charges and mail their bill to State Transportation Management for audit. Normally, the carrier will not collect any charges from the employee at the time of delivery. However the carrier may demand payment for items that are not reimbursable under Department of Personnel Administration Rules, and /or any items or services for which they have not received an approved STD 256. (such as split pickup, split delivery, prohibited articles or storage in transit in excess of 60 days)

If the carrier did not request payment from you for these charges, you will receive instructions from your agency concerning payment of any charges not reimbursable under Department of Personnel Administration Rules.

(9) Moving a Mobile Home

(A) The Mobile Home must be your residence before your move

If a mobile home (trailer coach) served as your normal place of residence before your relocation, you are entitled under DPA rules to the costs of transporting such mobile home to your new location where it must continue to serve as your residence. In addition you are entitled to certain costs of preparing the coach(es) for movement over the highway and for set-up at destination, not to exceed the dollar amount specified in Rules 599.720 and 599.720.1. Certain costs such as repairs are not allowable.

The mobile home movers may not move your household goods in the mobile home. Thus you may also have to use a household goods carrier to transport your household effects.

If so, you must obtain an approved STD 255.

(B) You must have your Agency's prior Authorization

In order for you to arrange the services which can be paid by the State to relocate your mobile home and household effects, you must receive, from your agency prior to your relocation an approve MOVING SERVICE AUTHORIZATION (EMPLOYEE TRAILER COACH (STD 255-A along with an approved MOVING SERVICE AUTHORIZATION (EMPLOYEE'S HOUSEHOLD GOODS) STD 255.

(C) <u>Competitive Bids</u>

You must obtain three competitive bids for the cost of preparation, transportation (including permits and escort serves), set up and service from State licensed contractor. The bid must be on the MOVING SERVICE AUTHORIZATION /BID PROPOSAL – MOBILE HOME, STD 255-A, a form furnished by your agency and to be completed in triplicate by the set up and transportation carrier. These bids must include either (1) one movement of household goods inside the coach or (2) a bid for a separate movement of those goods by a State's approved carrier. The original of each bid will be forwarded to your agency for designation of the low bidder. The amount to be paid by the State Controller for all services, including transportation of the trailer coach(es) cannot exceed the amount of the lowest bid. The originals of all bids obtained by you then must be passed to State Transportation Management, where they will be held pending receipt of the invoice for services performed by your mobile home contractor/transporter. Upon the contractor submitting his invoice and all supporting documents direct to Transportation Management for review and audit/approval the entire file will be forwarded to your agency accounting office for payment.

(D) <u>Additional Information</u>

The highway carrier you engage to transport your trailer coach(es) will take custody of you mobile home under a released value (check with the transporter for its limits of liability) If you desire additional protection against loss or damage to the coach(es), you should consult an insurance broker. Cost of any insurance or excess valuation charges assessed by your transporter cannot be paid by the State. Any costs or charges not payable by the State will be your responsibility. Refer to Department of Personnel Administration Rule 599.720 or 599.720.1 for a complete breakdown of maximum allowable charges the State will pay. In the event the tear down and set of the coach(es) exceeds the specified amount that Department of Personnel Administration has established, a STD 256, requesting additional funds to pay for the charges should be initiated by you and reviewed by the appropriate designated personnel for final approval.

If you have any questions concerning your mobile home move, which cannot be resolved by your agency, contract Transportation Management at 916.928.5842.

(E) <u>Separate Movement of your Household Goods</u>

In the event the mobile home mover will not move the household goods inside the coach, the movement of your household goods will be handled in the same manner as instructed in Section 1. Your agency will have to issue you both authorizations STD 255 and STD 255-A.

(10) <u>Interstate Relocations for Current State Employees</u>

(A) In some instances, due to location of the employees origin or destination address an interstate move (between two States) will occur. This circumstance only happens with a few State agencies where the location of work is near the border of California and the housing situation is limited. When this occurs, an Interstate Moving Service Authorization must be issued instead of the STD 255. The Interstate Commerce Commission governs interstate moves. The rates and charges for Interstate moves are published in a Tariff that the moving company is bound to follow.

There are two different quotes that can be given on moves done on an interstate basis. The first type is one done on a "Firm Quote". Each moving company may have a different name for it, but the State does not recommend this type.

When the carrier gives you an "Estimated Cost", it should reflect a discount off the bottom line ranging from 40% and can be up to 62% or more. These percentages will differ with each moving company.

Contact three commercial movers to obtain the required estimated costs for the movement of your household goods. Upon receiving the "Estimated Cost of Services" forward these documents to your State agency for review. Using the low cost carrier your State agency will then issue an approved Interstate Moving Service Authorization. Upon receiving the approved Interstate Moving Service Authorization, have the low cost carrier complete Part II and then forward the original to your State agency along with you retaining a copy for your records.

The State will pay on the actual rates and charges incurred due to the move. We need the actual pack slip, weight certificates, verification of work performed, third party receipts, and other pertinent documents needed, in order to audit the invoice from the moving company.

(B) <u>Valuation on Interstate Moves</u>
Valuation is allowed in accordance with Title II 599.714 (1) or 599.714 (4)
If you are an excluded employee or your current BUC (Bargaining Unit Contract) provides relocation benefits contact your agency for allowable valuation.

Please refer to the above referenced section that applies to your position.

The valuation on interstate moves differs from an intra state move. The only location on an Interstate basis that is covered under our State's insurance policy is as stated below:

"Within parts of the State of Oregon, twenty miles or less from the California border"

This is usually the Department of Corrections, Pelican Bay State Prison. When declaring valuation on moves were the State's insurance policy would come into effect, note on the bill of lading, .60 cents per pound per article. In the event of loss or damage, follow the instructions in Section 5. If the move is originating or the final destination is other than "Twenty miles or less into Oregon from the California Border", a valuation of $2.00 per pound at depreciated value, will be allowed to be declared at the State's expense. If a higher valuation is declared, any costs relating to the excess valuation will be your responsibility and charged back in the same manner as on intra state moves.

When loss or damage occurs on interstate moves and the State's insurance policy is not involved, contact the carrier and initiate the complete claim through your mover. The mover will be the only source of compensation for any loss or damage.

(11) Important Information on Intra- State and Interstate Moves-

Employees may elect the pay for additional charges, such as movement of an automobile, boat, and motorcycle because the moving company has quoted a charge that seems reasonable. Be advised the costs exceed the "Bulky Article Charge" the carrier has quoted. Not only is the Bulky Article Charge applicable but the weight and/or additional factoring or weight will be taken into consideration of any costs related to the shipment of items that can be a "prohibited article".

When wanting to ship a motor vehicle, it is advised you contact an auto carrier if you choose to pay for the transportation of an automobile or motorcycle. This method is more cost effect and will not cause a financial hardship.

IF YOU HAVE ANY QUESTIONS REGARDING YOUR RELOCATION OF YOUR HOUSEHOLD GOODS, MOBILE HOME, OR ANY QUESTIONS REGARDING THE MOVING COMPANIES YOU MAY CONTACT TRANSPORTATION MANAGEMENT.