

# Moving and Relocation

Effective Date: 10/01/08

**Eligibility** — To be eligible for reimbursement, the employee's relocation must meet all three of the following conditions.

- **At the Employer's Request.** The relocation must be at the request of the College and for the good of the State service as determined by the Department.
- **Distance.** The distance between the employee's new work location and the former residence must be 50 miles greater than the distance between the employee's old work location and the former residence. The employee's commuting distance must have increased by at least 50 miles one way.
- **One-Year Tenure.** The employee must satisfactorily maintain employment on a regular, full-time basis in State service for at least one year, commencing on the date that the employee starts work on a regular basis at the new location.

**Limitations** — Expenditures must be reasonable, necessary, and incurred after the employee executes an employment tenure agreement.

- The total dollar limit for reimbursement for all expenses will be determined by the department head upon hiring, but must not exceed \$11,000.
- A maximum amount for reimbursement will be agreed in advance by the department and the new employee as stated on the Tenure Agreement.
- This includes all reimbursements, i.e., actual reimbursement received by the employee and payments to third parties on behalf of the employee, including necessary employer payroll taxes paid related to these expenses.
- Travel related to moving and relocation is eligible for reimbursement according to CAPP Topic 20335, State Travel regulations and is limited to:
  - Trips for actual house hunting, including car rental
  - The initial trip (employee's move to new residence), after employment to the new duty station; and,
  - The trip to bring the family to new residence
- Reimbursement for mileage may not exceed the mileage rate established in the current Appropriation Act in effect at the time of travel. All mileage reimbursement over the amount allowed by the IRS as a deduction is taxable.
- Expenditures for travel, testing, interviewing and related activities incurred by or for a prospective employee before the applicant has accepted the employment offer are not considered moving and relocation expenses.
- House hunting expenses include the following: cost of transportation, meals and lodging. The number of reimbursable trips for house hunting purposes is limited to three (3) trips per employee and three (3) trips for the spouse. The maximum number of reimbursable lodging nights is fifteen (15). A night of combined lodging for both the employee and spouse counts as one night.

## Expenditures Authorized Details

### House Hunting

House hunting expenses apply to both the employee and spouse. They may be incurred while traveling to and from the new job location and while looking for new living accommodations. They include the cost of transportation, meals, and lodging and are subject to the state and College travel rules, regulations, and limits. The employee may claim these expenses only if the travel begins after an employment agreement is signed and travel is primarily to look for a place to live. These expenses must also occur prior to the employee's first day of work.

Only three trips for the employee and three trips for the spouse are reimbursable; up to 15 nights of lodging are reimbursable. A night of combined lodging for both the employee and spouse counts as one night. The cost of transportation includes parking fees and tolls, plus actual expenses, such as gas and oil (but not depreciation) for the use of car. Accurate records of each expense must be kept and the original receipts attached to travel voucher. In lieu of actual costs, reimbursement can be paid at the maximum allowable mileage rate in effect at the time of travel.

### Temporary Quarters

If the employee cannot move directly into a new residence, reimbursement for reasonable lodging or rent may be claimed for a period of ninety (90) days from the first day of work at the new location. Reasonable residential parking fees will be reimbursed during the 90 days of temporary quarters. Expenses for meals may be claimed for the first thirty (30) days of residence in temporary quarters. Such expenses must be reasonable, necessary, and in accordance with State Travel Regulations. Transportation, entertainment, living and other personal expenses of the employee and family are not reimbursable.

# Topic 20345 Capp Manual

**BM King**



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### **Table of Contents Topic 20345 Capp Manual**

1. Understanding the eBook Topic 20345 Capp Manual
  - The Rise of Digital Reading Topic 20345 Capp Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Topic 20345 Capp Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Topic 20345 Capp Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Topic 20345 Capp Manual
  - Personalized Recommendations
  - Topic 20345 Capp Manual User Reviews and Ratings
  - Topic 20345 Capp Manual and Bestseller Lists

- 
5. Accessing Topic 20345 Capp Manual Free and Paid eBooks
    - Topic 20345 Capp Manual Public Domain eBooks
    - Topic 20345 Capp Manual eBook Subscription Services
    - Topic 20345 Capp Manual Budget-Friendly Options
  6. Navigating Topic 20345 Capp Manual eBook Formats
    - ePub, PDF, MOBI, and More
    - Topic 20345 Capp Manual Compatibility with Devices
    - Topic 20345 Capp Manual Enhanced eBook Features
  7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Topic 20345 Capp Manual
    - Highlighting and Note-Taking Topic 20345 Capp Manual
    - Interactive Elements Topic 20345 Capp Manual
  8. Staying Engaged with Topic 20345 Capp Manual
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Topic 20345 Capp Manual
  9. Balancing eBooks and Physical Books Topic 20345 Capp Manual
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Topic 20345 Capp Manual
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Topic 20345 Capp Manual
    - Setting Reading Goals Topic 20345 Capp Manual
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Topic 20345 Capp Manual
    - Fact-Checking eBook Content of Topic 20345 Capp Manual
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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