

State of Rhode Island  
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

<b>SECTION</b>	<b>POLICY/PROCEDURE NUMBER</b>	
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<b>Moving/Relocation Expenses</b>		<b>August 1, 2013</b>

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***Eligible Employees:***

Reimbursement may be allowed for all or part of the moving/relocation expenses. The following conditions must apply for a reimbursement request to be considered by the State Controller's Office:

1. The employee must have been appointed to a position for which the appointing power has certified that such expenditure is necessary in order to recruit qualified persons needed by the State.
2. The employee must have changed his/her place of residence for the purpose of accepting employment and the established headquarters is more than 75 miles from the employee's primary residence.
3. The employee is new to State employment or reinstating to State employment after a permanent separation.

***Types of Reimbursable Expenditures:***

Reasonable costs related to moving household and personal goods such as furniture, clothing, and personal effects will be reimbursed. Any items that require special handling and/or packing, such as an animal, a boat, airplane, antiques, satellite dish, campers, woodworking equipment, workshop items, heavy machine equipment, and building materials are not considered as household or personal goods. If additional storage is required for any such items, it is the responsibility of the employee and is not reimbursable.

***Approval of Reimbursement:***

All reimbursement requests regarding moving/relocation expenses shall be submitted to the State Controller's Office for approval. The employee should not proceed until approval has been received. The request must include:

1. Written approval by the department director or appointing authority.
2. At least two competitive bids from commercial movers.

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**Payment of Moving/Relocation Expenses:**

After request has been approved by the State Controller's Office, the employee shall make all payments directly to the commercial mover then submit a payment request for reimbursement. The employee must submit copies of invoices and proof of payment with the request.

***Repayment of Reimbursement***

If an employee whose moving/relocation expenses have been so paid does not continue his/her employment with the State of Rhode Island for a period of two years (unless the discontinuance of his/her employment was the result of death, prolonged illness, disability, unacceptable assessment of the employee by the State, or similar eventualities beyond the control of the employee as determined by the appointing power), he/she repay the following percentage of the amount received as reimbursement for such travel and moving expenses:

- 100 percent if employed less than 6 months
- 75 percent if employed 6 months but less than 12 months
- 50 percent if employed 12 months but less than 18 months
- 25 percent if employed 18 months but less than 2 years.