



Director's Office

One Capitol Hill | Providence, RI 02908 | (401) 222-2280

Jonathan Womer, Director

OAC-MOVING/RELOCATION EXPENSES OFFICE OF ACCOUNTS & CONTROL MOVING/RELOCATION EXPENSES POLICY

Division Contact:

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1. Purpose

This policy establishes the process for executive branch agencies to request reimbursement for moving/relocation expenses incurred by an employee. It also establishes which costs are eligible for reimbursement and the maximum reimbursement amounts.

2. Applicability

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 Office of Accounts and Control (A&C):

1. The employee must have been appointed to a position for which the appointing authority has certified that such expenditure is necessary to recruit qualified persons needed by the State.
2. The employee must be changing his/her place of residence for the purpose of accepting employment and the address of his/her primary job location with the State must be more than 60 miles from the employee's former primary residence.
3. The employee must be relocating within 60 miles of the address of the primary job location.
4. The employee must be new to State employment or reinstating to State employment after a permanent separation.

3. Types of Reimbursable Expenditures and Maximum Reimbursement Amounts

The following costs may be reimbursed:

Moving household and personal goods such as furniture, clothing, and personal effects may be reimbursed.

1. Reimbursement for moving household and personal goods will not exceed:
 - a. \$2,100 for a prospective employee relocating alone; and

- b. \$4,200 for a prospective employee relocating with a family. A family for these purposes is defined to be the prospective employee and immediate family members. Immediate family members, for the purpose of this policy, are defined as:
 - i. Employee plus spouse
 - ii. Employee plus children
 - iii. Employee plus spouse and children

Lodging expenses incurred for travel to Rhode Island in search of a housing arrangement (e.g., hotel, short-term rental) may be reimbursed for no more than three (3) nights at the General Service Administration (GSA) standard rate for Rhode Island or nearby areas. The rates can be found at: https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=RI&city=&zip=

4. Process for Reimbursement Request and Payment

Reimbursement Pre-Approval Request

A reimbursement pre-approval request should be drafted by the hiring manager and include:

1. A detailed justification as to why it is appropriate to cover moving/relocation expenses for the prospective employee.
2. The city and state the employee is relocating from; and
3. Whether it is expected that the prospective employee will require short-term accommodations for search of a permanent housing arrangement.

The hiring manager must submit a relocation reimbursement request on the Pre-Approval Form (Appendix A) to their agency's chief financial officer (CFO) for approval.

The CFO must then send to the agency director for approval.

Once approved by the CFO and agency director, the request must be sent to A&C for approval. A&C has five (5) business days to review requests and will copy the Department's Human Resources Division on all decisions sent to the agency.

A prospective employee should not incur expenses eligible for reimbursement until the A&C has decided. If expenses are incurred before receiving A&C approval, the Department may not be allowed to reimburse the prospective employee.

Payment of Moving/Relocation Expenses:

The employee shall make all payments for the expenses and then submit a request for reimbursement via the agency's business office. The employee must submit copies of invoices and proof of payment, such as a credit card statement or a receipt showing transaction details, with such request.

The agency business office must complete the Reimbursement Form (Appendix B) and send it to A&C for reimbursement processing along with the employee's documentation.

If reimbursement is processed, the employee will receive a separate direct deposit or check from their regular earnings.

Taxability of Reimbursement:

Any payments issued to an employee for reimbursement of moving/relocation expenses must be included in the employee's reported taxable income in the same calendar year paid. By inclusion in the employee's taxable income, the employee will be responsible for any income and/or Federal Insurance Contribution Act (FICA) taxes required to be paid on the reported amount.

The state reserves the right to deny the request in part or in full.

5. Repercussions for Noncompliance

Repayment of Reimbursement:

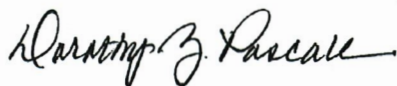
If an employee whose moving/relocation expenses have been so paid does not continue their employment with the State of Rhode Island for a period of two years (unless the discontinuance of their employment was the result of death, prolonged illness, disability, or similar circumstances beyond the control of the employee as determined by the appointing authority), they shall 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

6. Release

As a condition of reimbursement, the prospective employee releases the State of Rhode Island from all liability directly or indirectly related to moving or relocation expenses.

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Office of Accounts and Control
State Controller

August 16, 2024

Date


Director of Administration

8/29/24
Date



Office of Accounts and Control

One Capitol Hill | Providence, RI 02908 | (401) 222-2271

PRE-APPROVAL FORM: RELOCATION/MOVING EXPENSES

This form is related to the State of Rhode Island's policy on reimbursement of certain relocation/moving expenses for employees. The policy can be found on the Department of Administration's enterprise policy website.

<https://www.ri.gov/app/doa/policies/>

Name:			
Agency:			
Please attach: Detailed justification as to why it is appropriate to cover moving/relocation expenses.			
Is the employee traveling to Rhode Island in search of a housing arrangement?		Yes	No
Employee Start Date:			
Employee Current Address:			
Primary Job Location:			
Miles From Current Home Address to Primary Job Locations: (Must exceed 60 miles)		0.00	Miles
Anticipated Reimbursement Amount:		Moving*:	\$
		Lodging**:	\$
		Total:	\$

*Moving household and personal goods such as furniture, clothing, and personal effects may be reimbursed.

A. Reimbursement for moving household and personal goods will not exceed **\$2,100 for a prospective employee relocating alone and \$4,200 for a prospective employee relocating with a family.**

**Lodging expenses for travel to RI in search of a housing arrangement: The maximum reimbursement is three (3) nights at the GSA standard rate for RI or nearby areas.

The state reserves the right to deny the request in part or in full.

Agency CFO Approval:		Date:	
Agency Director Approval:		Date:	
State Controller Approval:		Date:	



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REIMBURSEMENT FORM: RELOCATION/MOVING EXPENSES

This form is related to the State of Rhode Island's policy on reimbursement of certain relocation/moving expenses for employees. The policy can be found on the Department of Administration's enterprise policy website.

<https://www.ri.gov/app/doa/policies/>

Employee Name:					
Agency:					
Employee Start Date:					
Has the employee moved within 60 miles of the address of their primary work location?		Yes		No	
Description:	Company:	Expense Account(s):			Amount:
Moving Expense:					
Lodging Expense:					
Total:					

Moving household and personal goods such as furniture, clothing, and personal effects may be reimbursed.

Reimbursement for moving household and personal goods will not exceed:

- a) \$2,100 for a prospective employee relocating alone; and
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Lodging expenses for travel to RI in search of a housing arrangement: The maximum reimbursement is three (3) nights at the GSA standard rate for RI or nearby areas.

The state reserves the right to deny the request in part or in full.

Please submit this form through your Agency's Business Office.

Required documents to include with Reimbursement Request are listed below.

- 1. Approved pre-approval form
- 2. Moving expense receipts
- 3. Hotel receipts, if applicable