Steps to Completing a Successful Move

STEP 1
Receive hire approval from Division of Personnel and Labor Relations.

NOTE: If the move is a result of a change in duty station for an existing state employee, you may move onto Step 2 without obtaining hire approval.

STEP 2
Familiarize yourself with Alaska Administrative Manual (AAM), Section 60. Moving.

STEP 3
Provide employee with the Employee Authorization Move Request packet and AAM 60. Moving.

Employee is to read, complete, and initial all areas applicable.

Director/designee reviews completed document and initials where applicable.

Remind employee that three written quotes must be provided if the cost to move household goods will be over $5,000 prior to making any arrangements.

- Lowest bid prevails.
- If the least expensive moving company is not used, any additional cost (over what the state would have paid) of moving personal effects will be paid by the employee unless adequate documentation that justifies using a more expensive alternative is approved, in advance, by the employee's division director (or director's representative).

STEP 4
If applicable, complete the Moving Authorization Assignment Form for each vendor with applicable vendor bid amount authorizing the state to pay the 3rd party directly.

STEP 5
Obtain the required travel approvals (director, commissioner, etc.).

STEP 6
You are ready to make travel arrangements, if required. In some cases the employee may wish to make their own arrangements and submit receipts for reimbursement.

- Forward requested travel arrangements to your travel desk.
- The travel desk can create an estimate fare quote in E-Travel Online:
  - Airfare.
  - Lodging - reservation can be reserved with a CTS account, but the employee should pay for the all charges associated with the room and then request reimbursement from the state.
  - Car Rental, if requested.
    - **CAUTION - The Budget Car Rental and WSCA car contracts cannot be used for employees in Move Status.**
- The travel desk will forward a sample itinerary for review and approval.
- Upon receipt of all required travel approvals and approval of the preliminary itinerary, travel desk will purchase final ticket in E-Travel Online.
- Upon receipt of final itinerary, forward to employee.

AFTER THE MOVE HAS OCCURED

STEP 7
Obtain all necessary moving receipts for reimbursement from the employee:
Airfare, Hotel, Car Rental, Mileage Log, etc.

STEP 8
Complete the Moving Expense Report with the documentation obtained in Step 7.

- Attach copies of the approved Employee Move Authorization Form.
- Vendor quotes for moving household goods if the cost exceeded $5,000.
- All applicable approvals before/after travel.

STEP 9
If the employee does not already have a vendor number, create one in the financial system:

- Vendor Number is to be established with a vendor class of "Individual".
- Tax or Emp ID = Employee Number.
- **CAUTION - All reimbursements must be reported under the employee's State Employee Vendor Number for correct tax reporting.**

STEP 10
Enter transaction into the financial system to reimburse employee for applicable moving expenses.

STEP 11
Enter transaction(s) to the financial system to reimburse 3rd party for moving expenses.

Prior to making any payments to a 3rd party vendor for receipt of household goods, check with the employee that all items have been received.

STEP 12
Complete the Moving Reimbursement Payroll Report. The total costs reported on the Moving Reimbursement Payroll Report should equal the costs reported on the Moving Expense Report.

STEP 13
Submit the Moving Reimbursement Payroll Report, Moving Expense Report, and 3rd party vendor transaction(s) together for review and certification.

STEP 14
After certification of reimbursement, DAS/ designee will forward Moving Reimbursement Payroll Report to Payroll contact.

STEP 15
Payroll contact will enter the taxable/ nontaxable payment into the payroll system.

Remind employee about potential tax liabilities and that net pay will be reduced when the moving expense reimbursements are recorded in the payroll system.

STEP 16
Keep a file copy of moving-related documents in your division's fiscal files for two years after the employee's appointment to ensure that repayment of any outstanding moving debt occurs if the two-year requirement is not fulfilled.