

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISON<sup>OC</sup>

Date: January 10, 1994  
Reference Code: 94-01

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Accounting Administrators  
Labor Relations Officers  
Travel and Relocation Liaisons

From: Department of Personnel Administration

Subject: State Relocation Program

The purpose of this memo is to inform departments of:

- new receipt and other requirements which now must be met to continue the tax exemption on reimbursement for movement of household goods and certain related expenses (an "accountable plan");
- specific relocation expenses which are no longer exempt from Federal taxes;
- a change in the Federal tax withholding rate for taxable relocation expenses; and
- increased delegation to departments of reimbursements for movement of household goods and trailer.

**ACCOUNTABLE PLAN**

Federal Tax Laws have changed so that, for items of relocation incurred January 1, 1994 and after, many of the exemptions from taxability have been removed from those relocation expenses that are reimbursable under the State Relocation Program. In addition, reimbursement for the movement of household goods and miscellaneous expenses related to the move, not previously taxable, will become subject to taxation unless all of the following exemption criteria are met:

1. Time Test: Employee must work full time for 39 weeks at the new location in the 12 months following the move;
2. Distance Test: The new headquarters must be 50 miles farther from the employee's old residence than the old residence was from the old headquarters; and

3. **Accountable Plan:** Move is employment related, requires receipts, and unsubstantiated advances are recovered by the employer.

The Time Test has not changed, the Distance Test is increased from 35 miles, and the condition of an accountable plan is a new requirement. While the majority of State reimbursed relocations meet the time and distance criteria above, the exemption for taxability on the movement of household goods is not applicable to any State relocation until our program is accountable. Therefore, specific changes in the program effective January 1, 1994 will be made as follows, to fully meet IRS requirements for an accountable plan:

1. Department of Personnel Administration (DPA) Rule 599.715 -- Allowance for Miscellaneous Expense: "Certification" of expenses will include the requirement of a receipt with the claim for any expenses incurred on or after January 1, 1994, in excess of \$24.99.
2. DPA Rule 599.722 -- Relocation Allowance for Excluded Employees: Revision includes a receipt requirement for any lodging claimed in excess of \$24.99 and incurred January 1, 1994 or after. Subject to the conditions, requirements, and maximum rates established in DPA Rule 599.619, excluded employees will be reimbursed for actual lodging, supported by a receipt, and meals and incidentals as appropriate for the 24-hour period or fraction thereof being claimed. A copy of DPA Rule 599.722 as revised effective January 1, 1994 is attached. (See Attachment 1.)
3. Meals/Incidentals -- Breakfast, lunch, dinner, and incidentals must be claimed separately as is currently done for travel.

The State's 35-mile distance requirement set forth in DPA Rule 599.714 remains in force. However, this requirement will be applied only to determine if the State will reimburse expenses. The IRS 50-mile test will be applied along with the time and accountability tests to determine if the movement of household goods is exempt from taxability. The following information is provided in order to reflect and demonstrate the impact that the tax changes will have on a relocating employee and the State:

**CHANGES IN WITHHOLDING RATES**

The Federal tax law has increased the Internal Revenue Service (IRS) tax withholding rate from 20 percent to 28 percent effective with reimbursements paid/issued January 1, 1994, and after.

<u>Tax Item</u>	<u>Paid By</u>	<u>12/31/93 and Prior</u>	<u>1/1/94 and After</u>
Federal	Employee	20.00%	28.00%
State	Employee	6.00%	6.00%
Social Security	Employee	6.20%	6.20%
Medicare	Employee	<u>1.45%</u>	<u>1.45%</u>
Total Employee (EE) tax		33.65%	41.65%
Social Security	Employer	6.20%	6.20%
Medicare	Employer	<u>1.45%</u>	<u>1.45%</u>
Total Employer (ER) tax		7.65%	7.65%

**CHANGES IN TAX LIABILITY**

<u>Relocation Item</u>	<u>12/31/93 and Prior Meets All Prior Tests</u>	<u>1/1/94 and After Fails One or More Test</u>	<u>1/1/94 and After Passes All Three Tests</u>
Note: Items listed are for demonstration only.	<u>Subject To Tax</u>	<u>Subject To Tax</u>	<u>Subject To Tax</u>
Residence Sale/Lease Buy- out/Mobile Home Move \$10,000	\$8,500	\$10,000	\$10,000
Meals/Lodging \$6,960	\$5,460	\$6,960	\$6,960
Move Household Goods \$7,000	None	\$7,000	None
Miscellaneous Moving Expenses \$200	None	\$200	None
<b>TOTALS</b>	<b>\$13,960</b>	<b>\$24,160</b>	<b>\$16,960</b>

### Relocation Mileage

In addition to the above changes, all relocation mileage issued/paid January 1, 1994 and after is taxable to the extent the amount claimed exceeds 9 cents per mile.

For detailed information regarding tax rates and reporting procedures, see State Controller's Office (SCO) Payroll Letters 93-35 and 93-36.

### **DELEGATIONS OF AUTHORITY**

The purpose of this section is to provide appointing authorities with additional relocation program delegations and to notify State departments of changes in the taxability and accountability of certain relocation reimbursements.

In an effort to further provide departments with a greater level of responsibility in the administration of their travel and relocation budgets, the Director of DPA is delegating, to appointing powers, the authority to approve certain additional exceptions to the relocation program rules effective immediately. These delegations are extended with the provision that they will be administered according to the criteria, considerations and record keeping requirements stated below. All exceptions granted are subject to audit by DPA.

Exceptions to relocation rules, excluding those for excess weight, are to be granted in advance by the appointing power. Any costs assessed to the employee as a result of an exception being disapproved will be the responsibility of the employee. While the appointing power may delegate the approval authority to others in his/her jurisdiction, any such delegation must be in writing to SCO, Audits Division and DPA, Travel and Relocation Coordinator. In addition, a copy must be kept on file with the departmental accounting office for verification of authority when claims are submitted. (See Attachments 2 and 3.)

### **RELOCATION DELEGATION – MAXIMUM WEIGHT OF HOUSEHOLD GOODS TO 23,000 POUNDS**

Government Code section 19841(a) and DPA Rule 599.719(a)(1) provide for reimbursement of the expense for the packing, transporting, and unpacking of a maximum of 11,000 pounds of household effects by a professional mover; with exceptions for additional weight to be granted by the Director of DPA. Prior delegation allowed appointing powers the authority to approve the movement of up to 18,000 pounds of household effects. Effective immediately we are increasing the delegated weight to 23,000 pounds of household goods. This delegation includes the personal effects and household goods in the employee's primary residence on the day the relocation notice is issued.

Note: Upon determination by the appointing power that the department will be responsible for the reimbursement of relocation expenses, the employee is to be provided with a relocation package which includes a STD. 255, Moving Service Authorization. (See Attachment 4.)

Employees should be notified that, while they are not required to request approval of excess weight in advance, they will be responsible for the costs for any special handling, unapproved weight, multiple pick-ups/deliveries, etc. Upon receiving an estimate of weight in excess of 11,000 pounds, the employee should begin the exception process.

"Household goods" are limited to furniture, clothing, musical instruments, household appliances, foods, and other items which are usual or necessary for the maintenance of a household. Household goods shall not include automobiles, other motor vehicles, farm tractors, implements and equipment, trailers with or without other property, boats, trailers, animals, livestock or pets; belongings which are not the property of the immediate family of the officer or employee; belongings related to commercial enterprises engaged in by the officer or employee; firewood; fuels, bricks, sand, ceramic wall tile, concrete, manure, wire, fencing or other building or landscaping materials, wastepaper, rags, or rocks.

#### Criteria

- Approvals for excess weight, whether based on an estimate or the final weight certification, shall include only items described as household goods, and shall be granted only when it has been determined by the approving authority that every reasonable effort has been made to conform to statute.
- Departments will review the inventory of the move to determine that the State is paying to move only those items which are considered household goods.
- Costs for the movement of disallowed items, multiple pick ups or deliveries and weight that exceeds either 23,000 or that which is approved by the appointing power, whichever less, shall be paid by the employee.
- All relocation expenses in excess of \$1,000 for a new hire to State service, regardless of the level and classification, must be approved in advance by the Department of Finance. Once that approval has been received, the move is subject to the same weight and content restrictions/approvals as an employee move.

#### Procedures

All exceptions for weight in excess of the 11,000 pounds statutory limit and up to 23,000 pounds shall be requested/granted on the STD. 256, Request for Moving and Relocation Expense Approval. (See Attachment 5.) Employee must complete Section 1, Excess moving Weight Allowance, items A through G. Only the appointing power or his/her specific delegated individual(s) may approve the exception. A copy of the approved STD. 256 and supporting documentation will be kept in the employee's relocation file in the accounting office.

## **RELOCATION DELEGATION – REIMBURSEMENT FOR MOVEMENT OF A TRAILER COACH**

DPA Rule 599.720(c) provides for the reimbursement of charges not to exceed \$2,000 for disassembly and assembly of the trailer, including but not limited to, disassembly and assembly of trailer skirts, awnings, porch, the trailer coach itself and other miscellaneous documented, itemized expenses related to the dissolution of the old household and/or the establishment of the new household. Under DPA Rule 599.720(c)(3), exceptions may be granted by the Director of DPA if it has been documented that the movement of the trailer coach was conducted in the most economical fashion available and that the total cost of said movement did not exceed the probable cost of moving and relocation expenses incurred by a comparable conventional move. Further, DPA Rule 599.720(e)(3) states that reimbursement will not be allowed for costs associated with maintenance of the trailer coach or (without an exception from DPA) for separate shipment of household effects by a household goods carrier which cannot be transported in the trailer coach.

This delegation provides the appointing power with the authority to approve, upon submission of all documents and certifications required in the rule, reimbursement of up to \$10,000 total for the movement of a trailer coach and the household goods therein contained, whether the household goods are moved inside the coach or not. Upon review of the bids, the department will approve the move to be accomplished either by combined or separate transport of coach and household goods, whichever results in the least total cost to the State; any items disallowed in the context of DPA Rule 599.720 shall not be approved for payment. The approval for exception to allow reimbursement in excess of \$2,000 will be documented on a STD. 256, item 5, "OTHER." All other conditions, requirements and restrictions in DPA Rule 599.720 continue to apply to the movement of a trailer coach; the provisions of DPA Rules 599.718 and 599.719 apply to the household goods belonging to an employee who is moving a mobile home. Miscellaneous expenses provided in DPA Rule 599.715 are not payable to employees who are moving a mobile home, as the hook ups and appliance services are to be covered in the bids from transporters.

Employees who are relocating a mobile home are required to submit three bids on the cost of tear down, transport, set up, hook ups, and reassembly of the coach, including the transport of household goods. Some transporters will move the household goods inside the coach, some will include the cost of separate transport of household goods in their bid, and some will not bid on the household goods at all. If a bid is received that does not address the movement of household goods, either by the bidding transporter or by a mover hired by the transporter, the employee must then submit a bid to move the goods separately along with and as a part of that transporter's total bid. Bids from transporters shall be submitted on STD. 255-A, Moving Service Authorization/Bid Proposal - Mobile Home. (See Attachment 6.)

### Criteria

The department will approve the lowest bid or bid combination that satisfies the requirements of DPA Rule 599.720. Employees are responsible for the payment of costs for repairs, replacement and maintenance of items noted in DPA Rule 599.720.

### Procedures

The department must compare the bids against the job to be completed, including the movement of household goods. Any disallowed items included in the bid(s), such as new skirting, roof/deck/step repairs, etc., must be deducted before the comparison. The employee and the transporter must be notified that items or services not allowed by the State will be paid by the employee if provided. In some geographical areas, it may be impossible to find three mobile home transporters. If it is not possible to obtain three bids, it should be so noted in the employee's relocation file. A copy of the approved STD. 256, including a full explanation and the amount(s) approved will be kept in the employee's relocation file, along with a record of the bids received and the bid(s) accepted.

### **PRIOR DELEGATIONS**

Effective January 1, 1990, DPA delegated authority for the following other relocation exceptions. These remain in effect.

DPA Rule 599.714 -- The California Highway Patrol only may approve moves within 35 miles of the employee's home or headquarters.

DPA Rule 599.716 -- All departments may approve a six-month extension of the 12-month period for represented employee's sale of residence.

DPA Rule 599.719 -- All departments may approve the movement of household goods in excess of 11,000 pounds up to and including 18,000 pounds. (This delegation is now extended to 24,000 pounds as noted above.) Moves in excess of 15,000 pounds require an inventory of the household goods.

DPA Rule 599.723 -- All departments may approve reimbursement of expenses for the movement of household goods of non-State employees who accept employment with the State up to \$1,000 plus 6 cents per mile from the old residence to the new residence or new headquarters. This delegation is based on the appointing power's certification that the expenditure is necessary in order to recruit qualified persons needed by the State. Reimbursement of relocation expenses in excess of \$1,000 for a new hire continues to require Department of Finance approval prior to notifying the new employee that the State will honor the claim.

Note: The only relocation reimbursement provided for new appointees is covered in DPA Rule 599.723. There is no provision for meals, lodging, sale of residence, or other miscellaneous relocation expenses.

## NOTES ABOUT RELOCATION

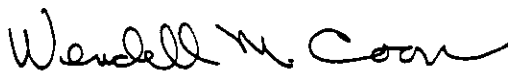
When a commitment is made to reimburse relocation expenses, it is important that the relocating employee is informed of which expenses may be claimed for reimbursement, receipt requirements, time frame restrictions, and taxability. A relocation package, containing forms, rules, procedures, and requirements should be provided at the earliest possible date. And, while it is important to provide as much notice as possible to employees, it is equally important not to issue communications that could be interpreted as "notices of relocation" when the intent was to provide general information about possible upcoming events. Departments are advised to clearly state in information memos and informal updates that the document is not a formal notice of relocation and that relocation expenses incurred by employees prior to any formal notice of relocation will be at the employee's own risk and expense.

Involuntary relocations require 60-calendar days notice in advance of the relocation date. If an employee is required to report to the new location prior to the expiration of the 60-calendar day notice period, the employee may be placed on short-term or long-term travel while at the new headquarters location until completion of the 60-day notice period. Short-term travel would then terminate, and the employee could begin claiming relocation meals and lodging on the 61st day after notice.

### Relocation Services

There are several companies that provide relocation services to employees at no cost to either the State or the employee. These services include, but are not limited to, orientation to the new location such as neighborhood and school district information, home/apartment finding assistance, loan shopping, etc. These services can benefit the employee by providing personalized relocation assistance at the new location and reducing the time and stress involved in finding a new permanent residence. You may provide your relocating employees with brochures and other materials supplied by these services. Any relocating employee that chooses to do so may then contact the relocation service providers directly. While the State is not contracting with vendors for relocation services on a statewide basis, many employees have found that these services are helpful in expediting their relocations and settlement into the new area.

If you have questions regarding reporting requirements, please contact Wendy Justinich, SCO, at (916) 322-8112, CALNET 492-8112. If you have any questions regarding the State Relocation Program provisions, please contact Terrie Jordan, DPA, at (916) 324-9377, or CALNET 454-9377.



Wendell M. Coon, Chief  
Policy Development Office

Attachments

**DEPARTMENT OF PERSONNEL ADMINISTRATION****Article 7. Moving and Relocation Expenses****599.722. Relocation Allowance Excluded Employees.**

An excluded employee is defined in Section 599.619.

(a) If eligible under Section 599.714, an officer or employee shall be reimbursed for actual lodging, and meal and incidental expenses in accordance with and not to exceed the rates established in Section 599.619(a)(1) and (2), or 599.619(c)(1), or 599.619(d) while locating a permanent residence at the new location. A receipt is required for any item of expense in excess of \$24.99.

(1) The allowance shall not be paid for more than 60 days unless the Director of the Department of Personnel Administration has determined in advance that the change of residence will result in unusual and unavoidable hardship for the officer or employee and determined the maximum allowance to be received by said officer or employee.

(2) Interruptions in relocation caused by sick leave, vacation or other authorized leaves of absence shall be reimbursable at the option of the employee.

(3) The relocation allowance shall terminate immediately upon establishment of a permanent residence. The department shall determine when a permanent residence has been established.

(b) Expenses arising from trips to the new location for the sole purpose of locating housing shall be reimbursed in accordance with Section 599.619(a)(1) and (2), or 599.619(c)(1), or 599.619(d). The period claimed shall be included in the computation of the 60-day relocation period.

Note: Authority cited: Section 3539.5, Government Code. Reference: Section 19841, Government Code.

**STD 256-Authorized Signatures**

**State of California**

**MEMORANDUM**

**Date:**

**TO: State Controller's Office B-8  
Attention: Audits Division  
3301 C Street  
Sacramento, California 94816**

**SUBJECT: Authorization to Approve Delegated Relocation Exceptions**

The following employees are authorized to sign the Standard Form 256, Request for Moving and Relocation Expense Approval of behalf of the \_\_\_\_\_  
(Department Name)

NAME/TITLE	SIGNATURE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following employee may be contacted directly if additional information or clarification is needed:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Division: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEPARTMENT DIRECTOR**

**STD 256-Authorized Signatures**

**State of California**

**MEMORANDUM**

**Date:**

**TO: Department of Personnel Administration D-22  
Attention: State Relocation Coordinator  
1515 S Street, North Bldg., Suite 400  
Sacramento, California 94814-7243**

**SUBJECT: Authorization to Approve Delegated Relocation Exceptions**

The following employees are authorized to sign the Standard Form 256, Request for Moving and Relocation Expense Approval of behalf of the \_\_\_\_\_  
(Department Name)

**NAME/TITLE**

**SIGNATURE**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following employee may be contacted directly if additional information or clarification is needed:

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEPARTMENT DIRECTOR**

# MOVING SERVICE AUTHORIZATION

(Employee Household Goods)

STD. 255 (REV. 5/87)

## PART I

## AUTHORIZATION

\_\_\_\_\_, a state employee, has been authorized to change his/her  
 \_\_\_\_\_ (NAME) \_\_\_\_\_ (CB/ID)  
 headquarters from \_\_\_\_\_ to \_\_\_\_\_, under the  
 provisions of the Department of Personnel Administration Regulations. Said employee is authorized to contract for the moving of his/her  
 household goods for the account of the State of California; such contract to be in accordance with the terms set forth below, the provisions of  
 the Department of Personnel Administration Regulations and any other applicable laws. Unless previously revoked by notice to carrier, this  
 authorization will expire automatically six months from date of issue or on the expiration date shown below.

STATE AGENCY	DATE OF ISSUE	
STREET	CITY	EXPIRATION DATE
AUTHORIZING OFFICIAL (SIGNATURE)	AUTHORIZING OFFICIAL - TITLE (TO BE TYPED)	
<i>I hereby agree to notify my agency and pay transportation and related charges on any items prohibited by Section 599.718, as well as charges which exceed the limits stated in Section 599.719. I understand and agree that such charges may be deducted in full from any and all funds payable by the State to me, including any salary warrant(s) issued to me by the State Controller.</i>	STATE EMPLOYEE (SIGNATURE)	
	TITLE	NEW HEADQUARTERS PHONE NUMBER

## PART II

## AGREEMENT

The below named carrier agrees to move the household goods of the authorized state employee from \_\_\_\_\_  
 \_\_\_\_\_ to \_\_\_\_\_ commencing said move  
 on or about \_\_\_\_\_. Carrier certifies that s/he has filed a "Uniform Tender of Services and Rates for

Transporting Used Household Goods" with the California Department of General Services, has been notified of receipt of the Tender by the State, and that to the best of his/her knowledge s/he is presently on the eligible list of carriers authorized to move household goods shipments for the account of the State. Carrier agrees to provide services in accordance with the provisions of the Tender, the terms of which are hereby incorporated into this agreement, and to invoice the authorizing state agency in triplicate for such services at the rates and charges specified in the Tender.

CARRIER		
CARRIER'S AUTHORIZING OFFICIAL (SIGNATURE)	TITLE	DATE

## INSTRUCTIONS

1. Part I - Authorization, will be completed in quadruplicate by the authorizing official of the state agency ordering the move, and authorized employee's signature will be obtained in Part I on all copies. Original and two copies will be given to authorized employee; fourth copy retained by the agency.
2. Part II - Agreement, will be completed in triplicate by the accepting carrier and authorized employee. Original will be retained by the carrier, duplicate will be retained by the employee, and triplicate will be mailed by the employee direct to the State Traffic Manager, P.O. Box 1010, North Highlands, CA 95660.
3. Billing Instructions to Carrier:

Invoice all charges to \_\_\_\_\_, but  
 mail itemized invoice in triplicate with supporting documents to State Traffic Manager, P.O. Box 1010, North Highlands, CA 95660. Any  
 required proration of moving charges between the State and the employee will be accomplished by the funding State agency.

MOVING/RELOCATION  
EXPENSE APPROVAL REQUEST

- (1) Request must be complete and legible.  
 (2) No claim will be considered unless it is first processed by the Department Headquarters Office and signed by authorized staff.

STD. 236 (8/80)

CLAIMANT'S NAME		CLAIMANT'S WORK TELEPHONE NUMBER	CS/IO	DATE
REQUESTING DEPARTMENT		AGENCY ADDRESS		
PERIOD FOR WHICH THE EXCEPTION IS REQUESTED	TOTAL AMOUNT REQUESTED	DEPARTMENT CONTACT		TELEPHONE NUMBER

## CHECK ONE, GIVE EXPLANATION BELOW, AND ATTACH REQUIRED INFORMATION/DOCUMENTS

1. EXCESS MOVING WEIGHT ALLOWANCE. (Household effects in excess of the maximum allowance (11,000 lbs.)) See Department of Personnel Administration (DPA) Rule 599.719, Section 3829.1 of the State Administration Manual (SAM), and DPA delegations.
- A. Legible copy of carrier's estimate of moving weight and costs—front and back with notations of items to be moved.  
 B. If estimated weight is over 15,000 lbs. send legible copy of inventory of Household Goods after move occurs.  
 C. Copy of weighmaster's certificate or carrier's bill showing total weight of household goods (if appropriate).  
 D. Size of family to be moved.  
 E. Reason for extra weight (hobbies, heavy furniture, large library, etc.).  
 F. What efforts were made to reduce the weight?  
 G. Additional information that might have a direct bearing on the case.

## Complete and Sign the following certification:

I certify that no articles prohibited by DPA Rule 599.718 are included in the estimated total weight of _____ lbs. Permission is requested to include _____ lbs of excess weight.	SIGNATURE	DATE
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2. ADDITIONAL RELOCATION ALLOWANCE. (Relocation allowance in excess of 60 days.) DPA Rule 599.721 or 599.722 and Section 3829.1 of SAM.
- A. Date of transfer notification and actual transfer date.  
 B. Actual per diem claimed to date.  
 C. Beginning and ending dates.  
 D. What are the unusual circumstances?  
 E. Where is the employee currently residing?  
 F. List the employee's anticipated daily expenses.  
 G. Total cost of additional relocation.
3. ADDITIONAL STORAGE. (Storage allowance in excess of 60 days.) DPA Rule 599.718 and Section 3829.1 of SAM.
- A. Date goods were stored.  
 B. Additional days requested.  
 C. Transfer date of employee.  
 D. Housing circumstances of the employee and his/her family during the period of storage.  
 E. Reason why request is being tendered.
4. SIX-MONTH EXTENSION FOR THE SALE OF THE OLD RESIDENCE. (Applies to represented employees only.) DPA Rule 599.719 and Section 3822 of SAM.
- A. Date of transfer notification.  
 B. Actual transfer date.  
 C. Date the residence was placed on the market.  
 D. Efforts made to sell residence during the one-year period after transfer.

 5. OTHER (Specify) \_\_\_\_\_

EXPLANATION/REASON (IF MORE SPACE IS NEEDED, USE REVERSE)

I certify that the above information is true and correct.		SIGNATURE	DATE
DEPARTMENT HEADQUARTERS APPROVAL	TITLE	DATE	TELEPHONE NUMBER
DEPARTMENT OF PERSONNEL ADMINISTRATION APPROVAL	TITLE	DATE	TELEPHONE NUMBER

MOVING SERVICE AUTHORIZATION/  
BID PROPOSAL — MOBILE HOME

STD. 255-A (REV. 1/66)

Attachment 6

**PART I—AUTHORIZATION (To be completed by department)**

NAME	CB/ID	DATE OF ISSUE	EXPIRATION DATE *
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The state employee named above has been authorized to change his/her headquarters as shown below, under the provisions of the Department of Personnel Administration Regulations. Said employee is authorized to contract for the moving of his/her mobile home for the account of the State of California; such contract to be in accordance with the terms set forth below and the provision of Section 599.720, and any other applicable laws. Unless previously revoked, by notice to the commercial firm, this authorization will expire when indicated above.

FROM	TO
STATE AGENCY	ADDRESS (street) (city) (state) (ZIP code)
SIGNATURE OF AUTHORIZING OFFICIAL	TITLE

\* UNLESS SPECIFIED ABOVE, THIS AUTHORIZATION WILL EXPIRE SIX (6) MONTHS FROM THE DATE OF ISSUE

**PART II—BID PROPOSAL (To be completed by mobile home mover)**

NOT TO EXCEED THE TOTAL OF THE PRICES SHOWN BELOW, I/WE HEREBY AGREE TO MOVE A (TYPE AND SIZE OF MOBILE HOME)

FOR (NAME OF STATE EMPLOYEE)

AN EMPLOYEE OF THE (NAME OF STATE AGENCY)

FROM (ORIGIN LOCATION)

(DESTINATION LOCATION)

**PART III—QUOTATION FOR SERVICES AT ORIGIN AND DESTINATION**

**BILLING INSTRUCTIONS**

LABOR TO DISASSEMBLE AND ASSEMBLE COACHES)**	\$
AWNINGS DOWN AND UP	\$
SKIRTING DOWN AND UP	\$
TRUCK OR TRAILER TO TRANSPORT TRAILER COACH ACCESSORIES	\$
MATERIAL (ITEMIZE IN REMARKS SECTION AND INCLUDE BLOCKS, PADS, UTILITY CONNECTIONS, MATERIAL TO SEAL MOBILE HOME, ETC.)	\$
TOWAWAY SERVICES	\$
PERMITS	\$
ESCORT SERVICES	\$
STORAGE IN TRANSIT	\$
OTHER	\$
TOTAL OF ABOVE (SEE BILLING INSTRUCTIONS)	\$

UNLESS OTHERWISE NOTED UNDER REMARKS, ALL CHARGES INCLUDING THOSE OF THE HIGHWAY CARRIER WILL BE BILLED TO THE STATE BY THE CONTRACTOR WHO SUBMITS THIS BID. INVOICE IN TRIPLICATE SUPPORTED BY A SIGNED LEGIBLE COPY OF THIS PROPOSAL MUST BE SUBMITTED FOR PAYMENT TO THE STATE TRAFFIC MANAGER, CALIFORNIA DEPARTMENT OF GENERAL SERVICES, P.O. BOX 1010 NORTH HIGHLANDS, CA 95660. CHARGES FOR PERMITS WILL BE DELETED IF CONTRACTOR FAILS TO ATTACH LEGIBLE PHOTO COPIES OF PERMITS. CHARGES FOR ESCORT SERVICES MAY BE DELETED IF CONTRACTOR FAILS TO SHOW POINTS BETWEEN WHICH PILOT CAR SERVICES WERE REQUIRED. THE STATE WILL PRORATE TO THE EMPLOYEE ANY CHARGES NOT BORNE BY THE STATE.

\*\*INCLUDES ALL LABOR FOR, 1. REMOVING AND REINSTALLING ANTENNAS, AIR CONDITIONERS AND PORCHES; 2. UNBLOCKING AND REBLOCKING; 3. DISCONNECTING AND CONNECTING UTILITIES; 4. SEALING AND OTHER WORK NECESSARY TO PREPARE MOBILE HOME FOR TRANSPORTATION OVER THE HIGHWAYS; AND 5. PER DIEM CHARGES FOR MOVERS WHERE REQUIRED.

**MOVING SERVICE AUTHORIZATION/  
 BID PROPOSAL — MOBILE HOME**

STD. 288-A (REV. 1/88) (REVERSE)

HIGHWAY CARRIER	
NAME AND ADDRESS OF HIGHWAY CARRIER	CAL T—NO.
NAME AND ADDRESS OF BIDDER—PRINT OR TYPE	DATE OF BID
SIGNATURE OF BIDDER'S AUTHORIZED REPRESENTATIVE	BIDDER'S STATE CONTRACTOR'S LICENSE NUMBER
REMARKS	

**Reimbursement for Movement of a Trailer Coach**

For the movement of a trailer coach which contains the household effects of an officer or employee, and has served as the employee residence at the previous location at the time of notification of relocation, reimbursement will be allowed as follows:

(a) For tolls, taxes, charges, fees or permits fixed by the State or local authority required for the transportation or assembly of trailer coach actually incurred by the employee.

(b) Where transportation of the trailer coach is by the employee distance may be claimed for a one-way trip at the rates specified in Sect: 599.630(b) or 599.631(a) of the Department of Personnel Administration Regulations.

(c) For charges, not to exceed \$2,000, for disassembly and assembly of the trailer coach, skirts, awnings, porch, and other miscellaneous itemized expenses related to the dissolution of the old household and/or the establishment of the new household.

(1) Three competitive bids shall be obtained and reimbursement shall be for the lowest bid.

(2) Bids in excess of \$2,000 require Department of Personnel Administration approval prior to the movement of the trailer coach.

(3) Reimbursement received under Section 599.720 precludes any additional reimbursement under Section 599.715 of the Department of Personnel Administration Regulations.

(4) Exceptions to Section 599.720 may be granted by the Director of the Department of Personnel Administration if it has been documented that the movement of the trailer coach was conducted in the most economical fashion available and that the total cost of said movement did not exceed the probable cost of moving and relocation expenses incurred by a comparable conventional move.

(d) Where transportation of the trailer coach is by a commercial mobile home transporter:

(1) Movement of the trailer coach at the quoted rate bid by the mobile home transporter including permits and escort services; and

(2) Storage-in-transit not in excess of 60 calendar days.

(e) Reimbursement will not be allowed for:

(1) Purchase of parts and materials except for those items necessary to comply with minimum requirements of the California Administrative Code, Title 25, Chapter 5.

(2) Repairs including tires and tubes, and breakdown in transit.

(3) Costs associated with maintenance of the trailer coach or for separate shipment of household effects by a household goods carrier which cannot be transported in the trailer coach.

(f) Reimbursement will be allowed for the actual cost supported by voucher of rental and installation of axles necessary to comply with requirements of Chapter 5, Article 1 of the California Vehicle Code.