

IDAHO STATE POLICE PROCEDURE

04.05 MOVING GUIDELINES

I. GENERAL

- A. This procedure provides guidelines consistent with the approved Board of Examiners statewide policy for reimbursement of moving and real estate relocation expenses for state of Idaho employees. The [State Moving Policy](#) and [Real Estate Relocation Policy](#) prescribe the maximum allowable reimbursement rates. Moving and real estate relocation expenses may be reimbursed, in part or in whole, up to those limits, as determined by ISP's Director. Reimbursement rates may not exceed those set by the Board of Examiners and are subject to funding availability.

II. TRANSFERS AND PROMOTIONS

- A. Transfers of ISP employees are determined by ISP's best interests and occur at the Director's discretion:
1. [Transfer requests](#) will not normally be approved within the first two years of service; however, an employee may request a transfer at any time.
 2. Refer to ISP Procedure 03.04 HIRING AND EMPLOYMENT CHANGES for detailed information on transfers.
- B. Costs associated with relocating are reimbursed only for employees who are promoted or involuntarily transferred.
- C. An employee is not eligible for any reimbursement of costs associated with relocation if the involuntary transfer is part of a disciplinary action.
- D. All reimbursed moves must be pre-approved by the appropriate Major/Manager and the Financial Executive Officer and Director.
- E. Employees facing a move must contact their respective Major to negotiate and sign an [EHF 04 05-01 Moving Agreement](#) and/or an [EHF 04 05-02 Real Estate Relocation Agreement](#) prior to initiating any moving arrangements or incurring any related expenses.
1. A paid house hunting trip for up to two (2) people with the allowed current rates for lodging, per diem and transportation pursuant to the State Travel Policy, not exceed five (5) days approved by Major/Manager.
 2. A paid moving period of reasonable amount of time with allowed current rates for lodging, per diem and transportation pursuant to the State Travel Policy for move plus five (5) days approved by Major/Manager.
 3. Maximum aggregate moving expense shall not exceed ten percent (10%) of base salary or \$6,000.00 (six thousand dollars) effective January 1, 2018, whichever is less;

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- F. The Moving Agreement and/or Real Estate Relocation Agreement are filled out by the employee and presented to the respective Major.
- G. The signed EH 04 05-01 Moving Agreement and/or EH 04 05-02 Real Estate Relocation Agreement are forwarded to the Director for approval and signature.
- H. Original signed agreements are filed in the employee's personnel file in HR.
- I. All transfers and promotions are coordinated through HR.
- J. Questions concerning taxability and reporting of reimbursed moving expenses should be directed to the Principal Financial Specialist in FSO.

III. PAYMENT OF MOVING EXPENSES

- A. The employee must obtain itemized bills to attach to the [EHF 04 05-03 ISP Moving Expense Voucher](#). The Moving Expense Voucher is signed by the appropriate manager/major and is forwarded to FSO for payment.
- B. Employees may not direct bill moving expenditures or related items through the State purchasing card. Moving expenditures fall under certain tax rules and may be required to be reimbursed through the payroll process.
- C. Employees receiving real estate relocation expenses must submit the [EH 04 05-04 Real Estate Sale Notification](#) within 20 months of sale to the Financial Executive Officer.