

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 24

SUBJECT: Employee Relocation Policy

EFFECTIVE DATE: January 3, 1994

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

It is the policy of DOTD to assist employees with certain relocation expenses, when relocation is required by DOTD or as a result of the employee's acceptance of a promotional opportunity.

1. RESPONSIBILITIES

A. Employee

The employee must submit a letter requesting reimbursement of relocation expenses, obtain the approval of the appropriate Office Head and the Undersecretary, and submit approvals to the Accounts Payable Unit of the Financial Services Section prior to incurring any expenses. The employee is also responsible for compliance with all provisions of this policy.

B. Office Head

The Office Head or his/her designee will negotiate with the employee concerning the cost associated with the relocation. Once they agree upon the cost, the Office Head will submit to the Undersecretary for final approval before the employee finalizes the move with the moving company.

C. DOTD Undersecretary

The Undersecretary will serve as the final approving authority for approval of expenses incurred under the provisions of this policy.

D. Financial Services Section, Accounts Payable Unit

The Accounts Payable Unit of the Financial Services Section will review all documentation submitted, ensure that the provisions of this policy have been followed, and reimburse the employee or the moving company for the agreed-upon expenses.

2. ELIGIBILITY

A. Any employee who transfers at the request of DOTD, or who accepts a promotional opportunity at another job site, may apply for assistance as prescribed by this policy.

B. In certain cases, this policy will also apply to new hires. For example, a high-

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level executive is recruited from outside the State, or DOTD fills a highly-specialized or skilled job where the required level of expertise is not readily available.

- C. The official work location of the position involved must be at least 50 miles from employee's current work location.

3. BENEFITS

A. Moving Expenses

The employee must secure three written bids from reputable and bonded moving companies. The bid should be only for the moving of household goods and personal effects.

Maximum reimbursements allowed are as follows:

(1) In-State Moving Expenses

100 percent of household goods relocation costs for all approved relocations.

(2) Out-of-State Moving Expenses

Negotiated up to 100% of household goods relocation costs.

DOTD will only participate in the lowest of the three bids. These bids are to be attached to the approval letter with the lowest bidder on top. The employee must obtain a W-9 Form from the lowest bidder as well. Upon receipt, the Financial Services Section will process a check in the name of the moving company.

B. Interim Relocation Expenses

Living expenses at the new job location will be limited to \$51 per day. This allowance is intended to assist the employee for the duration of a temporary relocation.

4. NEGOTIATED EXPENSES

- A. Pre-moving expenses, including meals, lodging, and any other travel costs associated with pre-employment interviews.

- B. Costs for temporary storage of household goods.

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- C. Travel mileage for driving personal automobiles to new location.
- D. Moving or shipping expenses for sheds, boats, trailers, pets, playground equipment, and any other items not considered a household good or personal effect.

5. MISCELLANEOUS PROVISIONS

- A. Any amount received by an employee from DOTD as payment or reimbursement for moving expenses will be included as gross income and reported on the employee's Form W-2, Wage and Tax Statement.
- B. The LEO Trip Form (Expense Report), must be used to reflect eligible interim relocation expenses incurred.
- C. Exceptions to this policy may be made by the Secretary on a case-by-case basis.



Sherri H. LeBas, P.E.

Secretary