Moving Assistance Guidelines

Moving Assistance is given to exempt employees who have been hired into a new position or have been relocated within the conference. In accordance with IRS regulations all moving reimbursement are taxable income.

The employee has the option of having a commercial moving company do the move. The Washington Conference is under contract with several companies and will use one of these companies. Please do not contact your own moving company unless it has been pre-authorized. We will contact our moving company to authorize payment of the move. They will contact you to do a survey of your belongings, and to schedule the dates of the move.

The other option is to do a self-move. We usually recommend a self-move for short distances or in-conference relocations; and the commercial company for long distance moves.

**Commercial Move** – We will connect you with a commercial moving company. The company will handle the load and unload of the truck. The employee is responsible to have everything packed prior to the arrival of the truck. There are some items that we will authorize for packing, such as mattresses, large mirrors, flat screen TVs, but for the most part everything must be packed by the employee. Weight limit for a commercial move is 21,000 pounds, and the contents cannot exceed one truck.

**Self-Move** - The cost of the moving truck rental and gas for the vehicle is reimbursed by receipt. If you have people that help you load and unload and you pay them something to help, we will reimburse you this cost. Please be reasonable in the amount that you pay them. It should not exceed about $12.50/hour. We will need a list of who you paid and how much.

**Self-Move Allowance.** If you move yourself, we will give you an allowance of $1,500.

**Mileage for Personal Vehicles (2 maximum)** – Mileage for the most direct route from your former location to your new location will be reimbursed at the prevailing conference mileage rate. If you want to only drive one car, we will reimburse you for an auto transport for the second car. On a commercial move, talk with the moving company to arrange this.

**Per Diem and Lodging** – Per diem and lodging is paid for each day of travel. Travel must be at least 500 miles per day. If you stop along the way or travel at a slower rate, we will cap the reimbursement. Exception: If you are traveling from a long distance and need to stay over somewhere for the Sabbath, we will reimburse the extra day for your Sabbath rest. We need receipts for lodging (please be conservative in the hotels that you choose). We do not need food receipts. Per diem will be paid for the employee, spouse and dependent children who are traveling for the move.

If you arrive at your destination and the commercial moving truck has not yet arrived, we will reimburse you for lodging and per diem until the day they unload your truck.

**Airfare** – If you choose not to drive and want to fly instead, we will estimate the cost of driving, and will reimburse your moving costs by receipt up to that estimate, unless other arrangements have been made.

**Moving Allowance** – A flat moving allowance will be paid for moving expenses not covered above. The amount is based on the current remuneration factor. Currently in 2020 it is $750 for a single employee and $1500 for a married employee.

**Driver’s License and Vehicle License** – If you are moving from outside of Washington State, we will reimburse you and your spouse for obtaining a Washington driver’s license and Washington plates for your vehicle if you update them within 90 days of your hire date.

**Storage** – We do not typically pay for storage units. If this is necessary, it will need to be preauthorized.

**Duplicate Housing** – If you have a home that is listed for sale, but has not yet sold, we will assist you with duplicate housing expenses. Duplicate housing can extend for up to two years, with the following requirements. Receipts will be required for mortgage and utility payments.

After 3 months – give evidence that the asking price is no more than 100% of the appraisal price. If it meets that criteria, you would be approved for another 3 months.

After 6 months – give evidence that the asking price has been reduced to 95% of the appraisal price.

For the first year, you can opt to receive reimbursement either for actual expenses – Mortgage and utilities; or you can take a lump sum payout for the purpose of reducing the asking price of the house for a quick sale.

Lump Sum is calculated at 10% of the market value of the house. This calculation is compared to what the monthly reimbursement of actual expenses would be for a year. The lower of the two amounts would be the actual lump sum payout.

If the house has not sold at the end of two year, an extension of month-to-month reimbursements can be paid. The second year is not automatic and must be preapproved.

**Other Circumstances:** The circumstances of each person’s move can vary. If the above guidelines do not cover your situation, please make a request for consideration of your needs.