

# Moving Allowance

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The following is a summary of moving assistance policies of the Northern California Conference for the benefit of employees who are in transition.

## 1. Transportation of Household Goods

Household goods are usually transported in a conference van or one contracted by the conference. These arrangements are made through the office of the conference treasurer. Normally, employees will be contacted directly by the van driver or his wife; however, should questions arise, employees are to contact the Secretary to the Conference Treasurer, Ingrid Wray.

## 2. House hunting Trip:

May be arranged with the Office of Education.

## 3. Moving of Vehicles

- a. One-way mileage expense for one car for a single employee and two cars for married employees will be paid according to the Conference's mileage rate in effect at the time of the move.
- b. Bridge tolls and toll road expenses (receipts not required).

## 4. Per Diem

Allowances for meals (during the move) are as follows:

- a. For a single employee:      ½ day per diem rate for one meal per day  
   Full per diem rate for two or more meals per day
- b. For spouse:                      50% of ½ day per diem for one meal per day  
   50% of full per diem rate for two or more meals per day
- c. Children:                          50% of ½ day per diem for one meal per day  
   50% of full per diem rate for two or more meals per day

## 5. Motel Expenses

Reimbursement is granted for actual motel expenses for distances of 500 miles or more and, if necessary, for one night while the employee is waiting to move into a home.

## 6. Automobile Registration and Excise Tax

Employees who are called to another state and who are required to pay duplicate excise tax/sales tax, license, and certification/inspection fees, may report such expense on one car if they register their car within 90 days of moving to the new area. If an employee has a spouse, the above expenses may also be reported on a second car.

## 7. Moving Allowances for Miscellaneous Expenses

- a. Single employee: 16.5% of Remuneration Factor
- b. Single employee with dependent children: 33% of Remuneration Factor
- c. Married employee: 33% of Remuneration Factor

To ensure reimbursement, please be sure the moving-allowance amount is entered on the travel voucher when turning in your moving expenses. The moving allowance is paid without regard to actual expenses incurred, and is to cover such expenses as packaging material, labor you choose to pay, and many incidental expenses incurred due to a move.

**Note:** All expense reports must be submitted with original receipts.

If reimbursement is expected, exceptions to any of the above policies must be cleared with the Office of Education prior to incurring expenses.



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