

**BLACK HILLS STATE UNIVERSITY**  
**Policy and Procedures Manual**

SUBJECT: Household Moving Allowance

NUMBER: 5:7

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Office: Business Office

Source: [SDCL 3-9-9 and 3-9-12](#); [SD Administrative Rules, Article 5:01:07](#)

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1. Purpose

This policy and its procedures incorporate directives from the State of South Dakota governing the shipment of household goods for the recruitment of professional employees and the transfer of state employees, and also provides protocols for the application procedure and preparation of payment documents.

2. Policy

- a. Household moving allowances are intended by the legislature for eligible recruited professional employees or transferred state employees and serve as a tool to secure highly qualified personnel who might not otherwise accept employment with the University.
- b. Reimbursement of moving expenses may only be offered at the Director, Dean or Vice President level or above, must be approved by the University President, must be in the offer letter, and must be funded within the hiring department's budget.
- c. Allowable moving expenses may be paid to state employees transferred to fill a position at the new post of duty, provided that conditions set forth in SDCL 3-9-9 are met.
- d. Reimbursement of allowable household moving expenses for state employees and for newly hired professional employees applies only to expenses for moving

household furnishings, appliances, and personal effects of the individual and the individual's family. Allowable moving expenses include the following:

- i. Packing containers, packing, and unpacking;
  - ii. Extra pickup or delivery;
  - iii. Labor charges
  - iv. Auxiliary service necessary for pickup
  - v. Service bulky articles, loading and unloading charges
  - vi. Piano or organ carry charges;
  - vii. Waiting time, not the fault of the carrier, per vehicle;
  - viii. Empty mileage charge;
  - ix. Elevator, stair, and excessive distance carry charge involved in pickup or delivery;
  - x. Overtime loading and unloading;
  - xi. Reweighing charge;
  - xii. Storage-in-transit and warehouse handling charges;
  - xiii. Valuation charges;
  - xiv. Service of household appliances or other articles requiring special servicing for safe transportation, carrier servicing of appliances or articles at origin, and carrier re-servicing of appliances or articles at destination;
  - xv. Papering and padding;
  - xvi. Wrapping or metal banding or both; and
  - xvii. Skirting, blocking, and other necessary expenses incurred in the transportation and relocation of a mobile home.
- e. Reimbursement for allowable moving expenses incurred through a for-hire or private carrier is limited to one month's salary for professional recruitment moves and may not exceed the cost of moving 11,000 pounds for state transferred employee moves.

- f. Reimbursement of allowable moving expenses for transporting a mobile home containing household furnishings, appliances, and personal effects may not exceed one month's salary.
- g. The travel expenses incurred by recruited professional employees, and by each member of the employee's immediate family, for one trip from a prior residence to a new assigned headquarter duty station, are eligible for reimbursement to the extent permitted to a state employee under SD Administrative Rule, Article 5:01:02. However, the expense for mileage on a personal vehicle is limited to one vehicle, and lodging is limited to the allowance for occupancy of one room per night. Expenses that fall under this policy will be reimbursed as provided in SDCL 3-9-12.
- h. In addition to the moving expenses allowed under this policy, each transferred state employee is eligible for mileage and per diem allowance for travel from the old post of duty to the new post of duty.
- i. Storage expenses allowable under this policy apply only to the belongings of the state employee's or newly hired professional's household and only in conjunction with moving expenses. Storage expenses will only be allowed for one public, bonded storage company per move.
- j. The Business Office is responsible for processing Household Moving Allowance requests and for overseeing the disbursement of funds in compliance with applicable federal and state laws and University policies.
- k. When an employee leaves the employ of the state within six months following a move, the employee shall repay the State the cost of the move paid by the State unless the employee was unable to continue due to illness or injury or was dismissed.
- l. No reimbursement of moving expenses shall be paid until official approval is received from the SD State Board of Finance. No advance payments may be made for moving expenses.

### 3. Procedures

#### a. Recruited Professional Employees

- i. Eligible recruited professional employees wishing to claim a household moving allowance should request the Household Moving Allowance Form be sent to them by the Business Office. The employee must check the box indicating Professional Recruitment (per SDCL 3-9-12) and complete the application section on the form.
- ii. Valid, detailed receipts are required to be attached to the form for all claimed expenditures.
- iii. The Authorization section of the Household Moving Allowance form should be completed, signed and dated by the University Controller who will then submit the request to the State of SD Board of Finance for approval.

#### b. State Employee Transfers

- i. Eligible state employee transfers wishing to claim a household moving allowance should request the Household Moving Allowance Form be sent to them by the Business Office. The employee must check the box indicating State Transfer (per SDCL 3-9-9) and complete the application section on the form.
- ii. Valid, detailed receipts are required to be attached to the form for all claimed expenditures.
- iii. The Authorization section of the Household Moving Allowance form should be completed signed and dated by the University Controller who will then submit the request to the State of SD Board of Finance for approval.

c. All mobile home moving claim vouchers shall have attached itemized accounts of labor and supplies used in packing household goods and freight charges for transportation, which shall be computed by multiplying the miles traveled between old and new station times the rate per mile charged by the mover.

d. Eligible employees wishing to claim travel expenses in addition to the allowable moving expenses should contact the Business Office for assistance.

4. Responsible Administrator

The Vice President for Finance and Administration is responsible for the annual and ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 11/17/2021.