

**ARIZONA STATE PERSONNEL SYSTEM
STATEWIDE POLICIES AND PROCEDURES**

Policy Number: ASPS/HRD-PA3.02	Issued: October 2, 2012
Subject: Transportation or Moving Expense Reimbursement for New Employees	Effective: October 2, 2012
Policy Section: Recruitment, Selection, and Appointment	Revised: July 1, 2015
Policy Owner: ADOA Human Resources Division	

Scope:

This policy applies to all agencies, boards, offices, authorities, commissions, or other governmental budget units of the State that are part of the State Personnel System.

Authority:

ARS §35-196.01, Expenditure of state monies for certain purposes; report
State Personnel System Rule R2-5A-301, General

Definitions:

“Agency” means a department, board, office, authority, commission, or other governmental budget unit of this state and includes an agency assigned to a department for administrative purposes.

“Agency head” is defined as the chief executive officer of a state agency, or designee.

“Director” means the Director of the Arizona Department of Administration or the Director’s designee, who is responsible for administering the state personnel system pursuant to applicable state and federal laws.

“General Accounting Office” means the statewide accounting authority under the direction of the Director.

“New Employee” means a person newly employed by a state budget unit in the State Personnel System who must relocate to Arizona from outside the state for employment in a full-time position.

Policy:

Subject to the approval of the Director, state agencies may spend monies for transportation or moving expenses for persons newly employed. State budget units that expend monies for such purposes must report these expenditures to the Governor’s Office of Strategic Planning and Budgeting, the Joint Legislative Budget Committee, and the Director by September 1 of each year for the prior fiscal year.

Agency management must ensure that the provisions of this policy are carried out in an equitable and non-discriminatory manner, giving proper consideration to the precedent setting nature of granting payment for transportation or moving expenses to a new employee. In addition, as with any expenditure of public funds, agency management must assure that the benefits to be realized from payment for a candidate’s transportation or other travel expenses substantially and demonstrably exceed the costs incurred.

The Director has final authority to approve reimbursements for transportation or moving expenses for new employees. Preapproval by the Director is required before the agency agrees to reimburse such expenses. Criteria for authorizing such reimbursements include but are not necessarily limited to:

- Extremely hard to fill positions, demonstrated by factors such as:
 - A substantial amount of advertising was required to find qualified candidates
 - A very small number of qualified candidates were available and willing to interview
 - Job market supply/demand for desired qualifications
 - Location of vacancy
- Outstanding character of the new employee's qualifications
- Positions listed in ARS §41-742.F (Directors, Deputy Directors, Assistant Directors, etc.)

No individual shall receive reimbursement for transportation or moving expenses as a new employee more than one time in any five year period, for any and all State Personnel System budget units. The Director shall maintain a log of requests to pay such expenses and the dispositions of such requests.

Duplicate reimbursements are prohibited. A new employee shall not receive payment for transportation or moving expenses if such payments are paid for or reimbursed by another party (e.g., if the new employee's spouse is reimbursed for moving expenses, the state will not reimburse the same expenses for the new employee).

A new employee who receives reimbursement for transportation or moving expenses but does not remain in the position for at least one year must repay the state on a month for month prorated basis (e.g., an employee who remains in the position five months would owe the state for 7/12ths of the amount the employee received for transportation or moving expenses). The Director may authorize an exception if the employee is unable to remain in the position due to circumstances beyond the employee's control or for humanitarian reasons (e.g., seriously ill child, spouse, etc.).

Agencies should refer to the General Accounting Office for detailed guidelines on items that constitute acceptable transportation and moving expenses for new employees (<http://gao.az.gov/publications/default.asp>). All payments will be in the form of reimbursements after submission of receipts in accordance with applicable GAO policies.

Exceptions to any or all provisions of this policy (except those that are statutorily required) may be made by the Director on a case-by-case basis.

Procedure:

1. When an agency head desires to provide reimbursement for a new employee's transportation or moving expenses, the agency head shall submit an *Agency Request to Pay Moving and/or Transportation Expenses for an Out-of-State Candidate* form. The form shall state the reason(s) the agency head believes reimbursing transportation or moving expenses for the new employee is in the best interests of the state and shall include the recruitment efforts that have been undertaken, number of qualified candidates available, etc.

ASPS Statewide Policies and Procedures

Subject: Transportation or Moving Expense Reimbursement for New Employees

2. Upon receipt of the agency head's request, the Director will assure that the proposed action complies with the provisions of this policy, and will then approve or deny the request. The Director shall maintain a log of such requests and their dispositions.
3. If the request is approved, the agency head shall inform the new employee in writing that transportation or moving expenses will be reimbursed by the agency subject to the state's policies and procedures and shall attach a copy of this policy, and shall require the new employee to complete a *New Employee Moving/Transportation Costs Agreement* form before reimbursing any expenses. The written notification, copies of the policy and executed agreement shall be maintained by the agency head separate from the new employee's official personnel file.
4. By September 1 of each year for the prior fiscal year, the agency head shall report these expenditures to the Governor's Office of Strategic Planning and Budgeting, the Joint Legislative Budget Committee, and the Director.

Related Forms:

Agency Request to Pay Moving and/or Transportation Expenses for an Out-of-State Candidate form

New Employee Moving/Transportation Costs Agreement form

Corresponding Policies:

[Transportation or Other Travel Expenses for Interviews of Out of State Candidates](#)
[State of Arizona Accounting Manual and applicable GAO policies](#)

Contact:

If you have any questions related to HR Policy, please contact your agency's Human Resources Office/representative.

Policy History (supersedes):

Not applicable