

WEST VIRGINIA DIVISION OF HIGHWAYS  
ADMINISTRATIVE OPERATING PROCEDURES  
SECTION III, CHAPTER 15

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SECTION TITLE: PAYROLL/PERSONNEL

CHAPTER TITLE: PAYMENT OF MOVING AND TEMPORARY  
LIVING EXPENSES

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I. **GENERAL**

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Effective: 1/10/86

This chapter establishes the Division of Highways' procedure concerning payment of moving expenses for personnel transferred by the State, and newly employed personnel.

There is no limitation on the authority of the Commissioner to transfer or relocate personnel, but there are statutory limitations on the payment of moving expenses.

The Official Code of West Virginia (Chapter 17, Article 2A, Section 4A) limits payment of moving expenses as follows:

"All or part of the reasonable expenses incurred by a supervisory or technical employee of the Department, but excluding all employees at the county level, in moving household furniture, effects and immediate family, when made necessary by reassignment and relocation of this employee, which is considered desirable, advantageous to, and in the best interest of the State. However, no part of the moving of any such employee may be paid any more frequently than once in a twelve-month period."

The employee is responsible for submitting an itemized expense account for travel and moving expenses, exclusive of those charges of commercial moving companies that are authorized to be billed directly to the DOH.

Requests for travel and moving expenses will be originated by the Division Director or District Administrator and submitted through the appropriate chain of command to the Business Manager, State Highway Engineer, or Deputy Commissioner, who in turn will make their recommendations to the Assistant Commissioner or the Commissioner. The Assistant Commissioner or Commissioner will then approve or disapprove the request. When final approval is made, Human Resources Division, in accordance with authority

delegated by the Commissioner, will then make arrangements for the moving and payment of commercial mover's billing. Three estimates will be obtained, when possible, after determining that monies are budgeted and available for such expenses.

A letter of authorization from Human Resources Division must be obtained prior to the Move. In no instance will a moving bill be processed for payment prior to the date of employment.

Normally, the movement of household effects will be by commercial mover. Payment of expenses of personal vehicles and the rental of trucks and small trailers for this purpose will only be in accordance with prior written approval of Human Resources Division. Payment of expenses for relocating a mobile home will only be in accordance with prior written approval by Human Resources Division.

## II. RELOCATION EXPENSES - TRANSFERRED EMPLOYEES

Effective: 12/1/2006

The approval of a transfer of an employee at management's direction and the approval of moving expenses are separate transactions. The approval of a transfer at management's direction does not mean that moving expenses will be paid. Transfers brought about due to a supervisory or technical employee bidding and being selected to fill a vacancy through the posting and filling of Job Vacancy Policy may be eligible to receive payment for any moving or temporary living expenses.

The term "transfer" as used herein shall also apply to "reassignments" that require a change of residence.

When the transferred employee has an existing lease in effect, a copy of the lease should be forwarded to the Division of Highways' Legal Division for a determination of the cost for breaking the lease.

In cases of transfer, reimbursement of the cost of living expenses at the new location for a reasonable period may be made when approved as follows:

Effective: 12/1/2006

IF THE PERIOD IS NO LONGER  
THAN:

APPROVAL REQUIRED

30 days

District Administrator or  
Division Director

60 days

Business Manager  
State Highway Engineer  
Deputy Commissioner  
Assistant Commissioner  
Commissioner

If the period is longer than 30 days

Commissioner

Since the official transfer will have already been made, it should be noted that this item is an exception to the general rule that prohibits expenses at the "official station". Therefore, all expenses paid hereunder must be carefully justified and documented. Requests must be justified by detailed memorandum of the circumstances.

Employees eligible for moving expenses must complete the moving of their household furniture, effects and family within six months after the date of the transfer or they will not be paid, unless the delay is due to DOH management's decision, and the payment is approved by the Commissioner.

No arrangements for the moving of household effects in any instance should be made until approvals applicable to the specific individual have been obtained. Human Resources Division must make or approve any type of moving arrangements prior to the movement of household effects. The expenses for moving household effects will be charged to the receiving organization's budget.

Living expenses for a short period of time, not to exceed seven days for the employee's spouse and children may be included as part of the allowable relocation expense when recommended by the Business Manager, State Highway Engineer, or Deputy Commissioner and approved by the Assistant Commissioner or Commissioner.

### III. **RELOCATION EXPENSES - NEW EMPLOYEES**

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Effective: 1/10/86

Chapter 17, Article 2A, Section 4A of the Official Code of West Virginia provides for the payment of all or part of the reasonable expenses incurred by a person newly employed by the Division of Highways in moving household furniture, effects, and immediate family to their place of employment.

Living expenses for the employee, for a short period of time, not to exceed thirty days, while awaiting arrival of furniture, may be included as part of allowable relocation expenses when approved by the Director of Human Resources Division. Living expenses for a short period, not to exceed seven days, for the employee's spouse and children, may be included as part of the allowable relocation expense when recommended by the Business Manager, State Highway Engineer, or Deputy Commissioner and approved by the Assistant Commissioner or Commissioner.

Employment offers, involving the payment of moving expenses incurred by newly employed personnel, will be handled only through Human Resources Division.  
Commissioner

The categories of new employees for whom such relocation expenses are paid will depend upon manpower requirements and availability of personnel at the location to which assigned. Normally, this will be limited to professional, administrative, and supervisory personnel who must be actively recruited.