

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 300-29</b>
<b>Subject:</b> <b>MOVING EXPENSES</b>	<b>Date of Issue:</b> <b>9/10/84</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>3/13/02</b>

I. Policy

II. Procedures

As approved by the Superintendent, any newly employed A & S personnel from outside Frederick County shall receive reimbursement of moving expenses as follows:

- A.
1. Payment shall be made only when employee's residence is relocated to Frederick County within one year of date of employment.
  2. Payment shall be a maximum of \$1500.00, unless an exception is granted by the Superintendent.
  3. Payment shall be made only for actual expenditures for movement of household goods.
  4. Nonreimbursable expenses include:
    - a. Movement of automobiles, trailers, boats, etc.
    - b. Temporary living expenses in Frederick County.
    - c. Utility deposits.
    - d. Realtor fees.
    - e. Lease deposit or forfeiture.
    - f. Family transportation costs.
- B. Persons authorized for such reimbursement shall, prior to moving, submit copies of three quotations from moving companies or truck rentals to the Executive Director of Human Resources.
1. The Executive Director of Human Resources shall review the quotations and approve the lowest price for reimbursement.
  2. As an alternative to the approval of one of the three quotations, the Purchasing Department may negotiate with a local Frederick County mover in an attempt to obtain a lower quotation to provide the service. When the price of a local mover is lower than any other quote, the new employee may choose a non-local mover but reimbursement will be limited to the lower quote or maximum allocation, whichever is less.

- C. The Executive Director of Human Resources will advise the new employee of the amount of reimbursement.
- D. Upon completion of the move, the employee shall submit to the Executive Director of Human Resources a paid receipt from the moving company or rental company for reimbursement.
- E. As approved by the Superintendent, any newly employed teacher shall receive an allotment for moving expenses as follows:
  - 1. Payment shall be made only when teacher's residence is relocated at least 50 miles closer to Frederick County prior to the first contracted day of employment or within 120 days of the initial contract offer.
  - 2. Payment shall be \$500, or as provided for in the current budget.
  - 3. The form for authorization for moving expenses must be submitted to the Certificated Personnel Administrator or Personnel Officer for verification of move and signature before payment is issued.
- F. The Board of Education is required to deduct applicable taxes as required by current state and federal regulations.

Approved:

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Jack D. Dale  
Superintendent