

MOVING EXPENSE

Accounting Policy

- A. The State Court Administrator may authorize the payment of moving expenses incurred by a regular employee who has been employed with the North Dakota Court System for a minimum of one year when that employee is transferred from one city in the state to another for the purpose of assuming a new duty assignment of a permanent nature within the Court System. The payment of moving expenses may not exceed \$5,000. Relocation costs payable are:
1. All actual costs of moving personal household goods and furnishings, not to exceed eleven thousand pounds.
 2. The expense of transportation to the new residence quarters, limited to one round trip, and actual meal and lodging costs for the employee and spouse, for three days. This is normally used to find new living quarters.
 3. The expense of transportation, lodging, and meals incurred by the employee and the immediate family while en route to the new duty station. Transportation costs are limited to one personal vehicle.
 4. The expenses for the employee and the immediate family while occupying temporary living quarters within the state, not to exceed thirty days.
- B. For hard-to-fill positions within the Court System, the State Court Administrator may authorize payment of a newly hired employee's moving expense. The authorization must be included within the employment agreement. If the employment agreement authorization does not specify the total allowable moving expense reimbursement, the payment may not exceed \$5,000. Relocation costs payable are:
1. All actual costs of moving personal household goods and furnishings, not to exceed eleven thousand pounds.
 2. The expense of transportation to the new residence quarters, limited to one round trip, and actual meal and lodging costs for the employee and spouse, for three days. This is normally used to find new living quarters.
 3. The expense of transportation, lodging, and meals incurred by the employee and the immediate family while en route to the new duty station. Transportation costs are limited to one personal vehicle.
 4. The expenses for the employee and the immediate family while occupying temporary living quarters within the state, not to exceed thirty days.
 5. The newly hired employee will be responsible for re-paying moving expenses if the employee chooses to leave employment within the first 12 months after their hire date.
- C. The total reimbursement for moving expenses is taxable to the employee and should be processed on a voucher.