EXTENSION RELOCATION POLICY

If relocation expenses are authorized, a State of Washington authorized mover will be assigned by the Office of Procurement in Olympia. Do not initiate your own move.

Hiring New Personnel:

Administrative and Professional:
Relocation expenses are not normally paid for administrative and professional employees. A department or district may authorize moving expenses following state guidelines. CAHNRS administration will not reimburse departments for these relocation expenses.

Faculty:
CAHNRS policy on relocation expenses for non-tenure track faculty is the same as for A/P... administration does not reimburse departments for relocation expenses. WSU Extension does pay, from district budgets, the following relocation expenses of household goods and professional materials for any new WSU county-based faculty, not to exceed one month’s salary.

Authorized expenses:
Any of the following totaling no more than one month’s salary.
• Total weight of household goods not to exceed 15,000 pounds
• Pickup from two locations within 30 miles of each other and drop off to two locations within 30 miles of each other
• Insurance up to $75,000 of valuation (Excess can be obtained at employee expense.)
• Packing and unpacking
• Storage up to 60 days
• Mileage for driving up to 2 personal vehicles at the current state mileage rate.
• Lodging while employee is moving

Unauthorized expenses:
• Meals
• Vehicle towing
• Any items not specifically included above

Internal Transfer:

When a position is filled by an internal transfer, the candidate selected for the internal transfer will receive moving expenses in accordance with the above policy. If a transfer of location is agreed upon for the convenience of the faculty member and not at the request of the organization, relocation expenses are not paid by Extension.