

## REIMBURSEMENT OF MOVING EXPENSES

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### SUMMARY

This procedure explains the process for reimbursement of moving expenses for eligible employees.

The Code of Miami-Dade County permits the reimbursement of moving expenses of a particularly qualified new employee when it is determined that the reimbursement is a necessary condition to the employment of that individual.

Reimbursements will only be made when authorized by the County Mayor and/or his/her authorized designee(s) prior to the actual move, contingent upon the results of the County's medical/physical examination and background screening, and actually entering into employment with the County. Furthermore, the employee is to repay the amount reimbursed if he/she voluntarily terminates employment within one (1) year, or is terminated by the County due to falsification of information on his/her employment application or unsatisfactory performance.

Reimbursement is extended to the moving expenses of family members listed as dependents of the new employee for income tax purposes.

### PROCEDURE

1. Prior to the move taking place, the department director submits "Request for Authorization to Reimburse Employee Moving Expenses Form" ("Request Form") to the County Mayor or designee for approval.
2. County Mayor or designee indicates approval or disapproval and, if approved, stipulates the mode of travel to be used.
3. The Mayor's Office and/or the department director notifies the new employee and informs him/her of the details regarding the eligibility of expenses and allowable estimated costs. Relocation of dependents and movement of household effects must commence within three (3) months of the date of employment with the County. If the relocation exceeds 3 months, further approval will be required.
4. Employee is required to keep appropriate expense records, complete the "Employee Moving Expense Report", and submit the report to the department director and Mayor's Office, along with the required expense receipts/records, for review and approval. Please refer to Administrative Order 7-17 and/or the Miami-Dade County's Travel Policy and Procedures Manual for allowable travel reimbursable expenditures.
5. The department director must approve and submit the "Employee Moving Expense Report" along with supporting documentation (i.e. original receipts and records), and original approved "Request Form" to the Finance Department, Payroll Section.

6. The Finance Department, Payroll Section, will review the actual approved expenses and process reimbursable items as taxable or non-taxable, in accordance with IRS regulations. The new employee will be issued reimbursement via check or direct deposit.

**CONTACT(S):**

**Department/Division**

Finance Department/Controller's Division/ Payroll Section  
Office of Management and Budget/ Travel Coordinator

**REFERENCE DOCUMENT(S):**

Administrative Order 7-17, Reimbursement of Moving Expenses  
Miami-Dade County Travel Policy and Procedures Manual