

Quick Reference Guidelines for Relocation Expenses

This document is intended to provide examples of household goods and automobile move items which are reimbursable, and items which are expressly not reimbursable according to the Federal Acquisition Regulation (FAR). Relocating employees are encouraged to contact the Relocation Coordinator or their HR Staffing Consultant for questions prior to incurring any expenses. For questions relating to household goods and automobile moves, or to start move arrangements, please contact the INL Logistics Coordinator at 208-526-3468.

Allowable Relocation Expenses:

1. Packing/unpacking of household goods (when unpacking, movers will take items out of boxes and put them on the closest available flat surface). Employee or designated representative must be present during packing and unpacking.
2. The packing/unpacking of plasma/flat screen TVs and other large but commonly moved items such as; mattresses, beds, hot tubs, grandfather clocks, gaming tables, gas grills and exercise equipment (this is not intended to be an all-inclusive list).
3. Debris removal by movers (within 30 days of delivery).
4. Shuttle/auxiliary fees (where moving truck cannot physically access actual move location).
5. Reasonable disassembly/assembly of household goods (i.e., putting legs back on tables etc).
6. Extra labor inspection fee for packages packed by owner.
7. Parking permits for moving company vehicles.
8. Customs exams on international moves.
9. Nonperishable food storage.
10. High value artwork/antiques (employees are encouraged to purchase additional insurance if artwork or antiques are determined to be of high value). Costs for additional insurance are not reimbursable.

Unallowable Relocation Expenses:

1. Connect and disconnect of household appliances (i.e., refrigerators, washers and dryers, stoves, dishwashers, light fixtures, hot tubs etc). Connect and disconnect fees are to be paid out of the employee's \$5K incidental expense. To avoid additional costs, it is recommended that the employee be present and discuss this with the movers prior to disconnecting and reconnecting all appliances.
2. Storage of vehicles (includes autos, boats, RVs, ATVs etc.)
3. Items not allowed for shipment include: airplanes, boats, recreational vehicles, farming vehicles, building materials, perishable articles (including frozen foods). Other items typically prohibited by professional move companies such as; explosives (ammunition) or flammable materials.
4. Costs for transporting/boarding animals (movers will not transport animals).
5. Total costs for valuation insurance in excess of the \$125K. Should the employee purchase additional insurance coverage, it is not reimbursable (the FAR specifically provides that the \$5K incidental expense is to be used for a number of items including; "purchase of insurance against damage to or loss of personal property while in transit").
6. INL does not have no-cost insurance for international moves. The employee is responsible for all insurance costs for international moves (the FAR specifically provides that the \$5K incidental expense is to be used for a number of items including; "purchase of insurance against damage to or loss of personal property while in transit").
7. Cost for household goods exceeding 30,000 lbs.
8. Moving companies will allow antique automobiles/non-operational vehicles to be shipped, however, the employee is responsible to pay the total cost of shipping (employees are encouraged to purchase additional insurance if antique automobiles are determined to be of high value). Costs for additional insurance are not reimbursable.