

## **MOVING POLICY**

## **CAROLINA CONFERENCE OF SDA**

P. O. Box 560339  
Charlotte, NC 28256-0339  
704-596-3200 Phone    ■    Fax 704-887-5750

When a full-time employee is requested or authorized by the Carolina Conference to make a location change, the following conditions and policies will apply.

		<b>Single</b>	<b>Family</b>	<b>Taxable</b>
<b>Mileage</b>	Twenty-two cents per mile by most direct route.	1 Vehicle	Up to 2 Vehicles	No
<b>Lodging</b>	Based on 500 miles minimum travel per day by most direct route.	Actual	Actual	No
<b>Per Diem</b>		\$22.00	\$33.00	Yes
<b>Registration Fees</b>	Initial Vehicle Registration Fees must be submitted within 90 days after move or no reimbursement shall be given.	1 Vehicle	Up to 2 Vehicles	Yes
<b>Moving Personal Effects</b>	The Conference will move usual and customary personal effects and household goods. Extra poundage will be employees responsibility.	Up to 7,500 lbs.	Up to 15,000 lbs.	No
<b>Moving Allowance</b>	Flat cash allowance to cover packing materials, utility connections, etc.	\$450.00	\$900.00	Yes

Moves should be initiated only after final clearance is received from the Conference Department of Human Resource Services.