




Management Directive

Commonwealth of Pennsylvania

Governor's Office

Management Directive 625.03 Amended – Moving Employee Household Goods

Date: August 7, 2024

By Direction of: 
Uri Z. Monson, Secretary of the Budget

Contact Agency: Office of the Budget
Office of Comptroller Operations
Bureau of Commonwealth Payroll Operations (BCPO)
Telephone: 717.787.6496

This directive establishes policy, responsibilities, and procedures for moving Employee Household Goods, in accordance with Section 216 of *The Administrative Code of 1929, Act of April 9, 1929, P.L. 177, No. 175, § 216, as amended, 71 P.S. § 76*. This amendment updates definitions and the process for the use of Commercial Carriers.

1. PURPOSE.

This directive establishes policy, responsibilities, and procedures related to moving Employee Household Goods.

2. SCOPE.

This directive applies to all departments, offices, boards, commissions, and councils under the Governor's jurisdiction, and all entities subject to *Section 216 of The Administrative Code of 1929 71 P.S. § 76* (hereinafter referred to as "agencies").

3. OBJECTIVE.

To ensure the consistent approval and payment of expenses related to moving Employee Household Goods.

4. DEFINITIONS.

- a. **Commercial Carrier.** A carrier qualified for moving Employee Household Goods under the Pennsylvania Department of General Services' Invitation to Qualify (ITQ) contract for moving-storage services.

- b. Employee.** A person employed by an agency within the scope of this directive.
- c. Household Goods.** Furniture, appliances, home furnishings, fixtures, utensils, clothing, apparel, and other property owned by an Employee for use in the Employee's dwelling.

5. POLICY.

- a.** The Governor has authorized the Secretary of the Budget or the Secretary's designee, pursuant to *Section 701(i) of The Administrative Code of 1929, 71 P.S. § 241(i)*, to exercise the Governor's power to review and approve or deny the payment of expenses related to moving an Employee's Household Goods submitted pursuant to *Section 216 of The Administrative Code of 1929, 71 P.S. § 76*.
- b.** *Section 216 of The Administrative Code of 1929, 71 P.S. § 76*, authorizes the payment of expenses related to moving an Employee's Household Goods when the following conditions are met:
 - (1)** the Employee has been employed by the same agency for more than one (1) year;
 - (2)** the Employee is required by the head of the agency, by which the Employee is employed, to change residence from one place in Pennsylvania to another; and
 - (3)** the payment is authorized, in writing, by the Governor or the Governor's designee, as permitted by *Section 701(i) of The Administrative Code of 1929, 71 P.S. § 241(i)*.
- c.** For the purpose of Section 5.b.(2) of this directive, an Employee is considered to have been required to move by the agency head in one of the following instances:
 - (1)** When the Employee would be separated from employment if he or she did not relocate as directed by the employing agency.
 - (2)** When the Employee applies for a position that, at the time of application, did not require relocation but when the Employee is offered the position, the position has been reassigned to another locality and the Employee, as a condition of accepting the position, must relocate.
 - (3)** When the Employee is an enlisted member of the Pennsylvania State Police and accepts a position or promotion that requires relocation.
 - (4)** Any other situation in which the Employee did not make a voluntary decision to relocate but must relocate due to a management decision.
- d.** An Employee (other than an enlisted member of the Pennsylvania State Police) who applies for a position, which at the time of application would require relocation, is not eligible for payment of expenses related to moving the Employee's Household Goods.

- e. Employees who are required to move and are eligible for the payment of expenses related to moving their Household Goods must use a Commercial Carrier unless authorized by their agency heads to move Household Goods on their own, as set forth in Section 5.e.(2) of this directive.
 - (1) **Using a Commercial Carrier.** Agencies are required to use the ITQ to secure a Commercial Carrier.
 - (2) **Using a rental vehicle.** If an Employee is authorized to use a rental vehicle for moving their Household Goods, the rental vehicle fee, equipment rental fees, and gasoline costs may be claimed in accordance with *Management Directive 230.10 Amended*, *Commonwealth Travel Policy* and *Manual 230.1 Amended*, *Commonwealth Travel Procedures Manual*. Authorization is subject to the following:
 - (a) The total cost of the move is not greater than the cost of a Commercial Carrier.
 - (b) The Commonwealth is not held liable for any injury or damages to persons or property as a result of an Employee moving Household Goods.
 - (c) Employees must move Household Goods on their own time (non-workdays, non-work hours, or leave approved in accordance with *Manual 530.7 Amended*, *Absence Program*). Since such moves will occur on the Employee's own time, incurred travel expenses will not be reimbursed apart from the rental-related expenses mentioned in Section 5.e.

6. RESPONSIBILITIES.

- a. **Employee and Agency** shall:
 - (1) Complete necessary forms and obtain necessary approvals related to moving an Employee's Household Goods.
 - (2) If applicable and approved, contract with a Commercial Carrier by utilizing the [ITQ for moving-storage services](#).
- b. **BCPO** shall approve necessary forms and distribute copies to the Employee and agency, as appropriate.
- c. **Employee** shall submit a travel expense report requesting reimbursement, if applicable, in accordance with this directive.

7. PROCEDURES.

- a. **Using a Commercial Carrier.**
 - (1) **Employee.**
 - (a) Completes [Form STD-202](#), Request for Transfer Travel Status/Moving Expenses (Form STD-202).



COMMONWEALTH OF PENNSYLVANIA
OFFICE OF THE GOVERNOR

URI Z. MONSON
SECRETARY
GOVERNOR'S OFFICE OF THE BUDGET

April 19, 2024

To: John Kaschak
Chief Accounting Officer
Office of Comptroller Operations
Office of the Budget

Stephen Burns
Director, Bureau of Commonwealth Payroll Operations
Office of Comptroller Operations
Office of the Budget

From: Hon. Uri Z. Monson
Secretary of the Budget

A handwritten signature in black ink, appearing to read "Uri Z. Monson".

Attached to this memorandum is Governor Shapiro's delegation of his authority under Section 216 of the Administrative Code of 1929, 71 P.S. § 76, to approve agency employee moving expense reimbursement requests pursuant to Section 701(i), 71 P.S. § 241(i). While the Office of Comptroller Operations has been reviewing these requests under MD 625.03 for a number of years, it was brought to our attention recently that there is not (at least so far as anyone knows) an official delegation from the Governor to the Office of the Budget of his review authority under Section 216.

Pursuant to the Governor's delegation, I hereby designate effective immediately the director and staff of the Bureau of Commonwealth Payroll Operations, Office of Comptroller Operations, Office of the Budget, to review, and to approve or disapprove, agency employee moving expense requests submitted pursuant to Section 216 of the Administrative Code and MD 625.03 or any revised or successor Management Directive.

Cc: Brian D. Zweiacher, Esq.
Keith Herbster, Esq.
Traci L. Anderson, Esq.
Nicholas W. Peachey, Esq.



GOVERNOR JOSH SHAPIRO

To Whom It May Concern:

Effective as of and from the date below, I, The Honorable Joshua Shapiro, Governor of Pennsylvania, hereby authorize the Secretary of the Budget or his designee, pursuant to Section 701(i) of the Administrative Code of 1929, 71 P.S. § 241(i), to exercise my power to review and approve or deny agency employee moving expense requests submitted pursuant to Section 216 of the Administrative Code of 1929, 71 P.S. § 76. This authorization shall remain in effect either until the end of my term as Governor or until rescinded by me.

 4/18/2024

Honorable Joshua Shapiro
Governor of Pennsylvania

Date