

**DIRECTIVE NUMBER: 200-22-05**

**DATE:** February 15, 2013

**TO:** All Components of the Department of Labor

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Relocation Expense Reimbursement

### OVERVIEW

In certain situations the agency can reimburse the relocation expenses of employees.

### PROCEDURES

Employees requesting payment of qualified moving expenses as discussed in Accounts and Reports Policy and Procedure Manual at <http://www.da.ks.gov/ar/ppm/ppm03607.htm> must submit a letter to the Division/Unit Manager, who will approve, reject or modify the request.

The employee will also complete Form DA-22, in duplicate for moving expense reimbursement.

The Division/Unit Manager will send the letter and DA-22 form to the Secretary of Labor and/or his/her designee for final approval, rejection or modification.

If approved, a copy of the final approval or modified letter and DA-22 will be sent to Fiscal Management.

Upon receipt of the approval of moving expenses, Fiscal will contact the employee regarding the procedures to be followed in securing bids for the move. The employee must not make commitments until notified by Fiscal that all procurement procedures have been satisfied.

References: Accounts and Reports Policy and Procedures Manual  
Replaces: Directive 200-25-02  
Questions: Moving expense: contact Greg Layne (785) 296-5000 x2553  
Travel expense: contact Annette Morris (785)-296-5000 x2554

Lana Gordon, Secretary of Labor  
*Signature on file*