PROPOSED

MISSISSIPPI BOARD OF EDUCATION POLICY FOR MOVING EXPENSE REIMBURSEMENT FOR TEACHERS WHO CONTRACT WITH A SCHOOL DISTRICT SITUATED IN A GEOGRAPHICAL AREA DESIGNATED AS HAVING A CRITICAL TEACHER SHORTAGE

Rules and Regulations

In accordance with Mississippi Code Section 37-159-5, the Department of Education will reimburse the moving expenses for teachers who enter into a contract with a school district situated within a geographical area of the state that is designated by the Mississippi Board of Education as having a critical shortage of teachers. The moving expenses will only be reimbursed if the contract for employment necessitates the relocation. Employment which necessitates the relocation of a teacher is defined as being greater than or equal to a thirty mile radius. It is not required that the actual residence to which the teacher relocates be within the boundaries of the school district which has executed a contract for employment. However, the teacher must relocate within the boundaries of the State of Mississippi.

To be eligible for the reimbursement, the teacher must apply to the school district and the school district must obtain prior approval from the Department of Education for reimbursement before the relocation occurs. The school superintendent will request prior approval by completing and submitting the form *Request of Prior Approval from the Department of Education for Reimbursement of Teacher Moving Expenses*. The Department of Education will timely notify the school superintendent of its action on the request. Upon approval, the Department of Education will provide funds to the school district to reimburse the teacher an amount not to exceed $1,000 for documented actual expenses incurred for relocation. The school superintendent will request reimbursement by completing and submitting the form *Reimbursement for Moving Expenses*. Upon receipt of the funds, the school superintendent will reimburse the teacher accordingly.

Eligible moving expenses consist of:

- Professional moving companies (documented by actual invoice which indicates a zero balance or paid in full.)
- Persons employed to assist with the move (documented by original receipts or canceled checks (front & back) or notarized statement signed by both the person employed to assist with the move and the individual moving.)
- Rented moving vehicles or equipment (documented by actual invoice which indicates a zero balance or paid in full.)
- Mileage in the amount authorized for state employees under Section 25-3-41, Mississippi Code of 1972 (Ann.), if the teacher uses his/her personal vehicle or vehicles for the move, limited to the shortest distance - one trip - one way only
- Hotel expense incurred during the move not to exceed $75.00, limited to one night. (documented by actual invoice which indicates a zero balance or paid in full.)
- Meal expense incurred during the move not to exceed $30.00 per day, limited to two days. (documented by actual meal receipts.)

No teacher may be reimbursed for moving expenses on more than one (1) occasion. Two or more teachers who have the same initial address and are moving to the same anticipated address are considered one household, and therefore only one teacher may claim moving expense reimbursement, not to exceed the $1,000 maximum allowable reimbursement.

PROPOSED

REQUEST OF PRIOR APPROVAL FROM THE DEPARTMENT OF EDUCATION FOR REIMBURSEMENT OF TEACHER MOVING EXPENSES

School District _____ District No. _____

Teacher Name _____

Social Security Number _____

Teacher's Current Address _____

_____

Teacher's Anticipated Address _____

_____

_____

Note: A copy of the executed teacher's contract must accompany this request.
No teacher may be reimbursed for moving expenses on more than one (1) occasion.

The school district requests that the Department of Education approve the reimbursement of moving expenses not to exceed $1,000 for the teacher indicated above.

_____, Superintendent

_____
(Print)

_____
Date

Submit request to:
Office of School Financial Services
Mississippi Department of Education
P. O. Box 771
Jackson MS 39205-0771

PROPOSED

REIMBURSEMENT FOR MOVING EXPENSES

School District _____ District No. _____

Teacher: Name _____

Address _____

City, State, Zip _____

Social Security Number _____

Moving Expense	**Amount**	**(√) Documentation Attached**
Professional Moving Company		( ) Documentation Attached
Employed Persons Assisting with Move		( ) Documentation Attached
Rented Vehicles and Equipment		( ) Documentation Attached
Meals (not to exceed $30 per day – limited to two days)		( ) Documentation Attached
Hotel (not to exceed $75.00 – limited to one night)		( ) Documentation Attached
Mileage - based on amount authorized for state employees (MS Code Section 25-3-41. (limited to one trip - one way - shortest distance - one personal vehicle.)		**Note:** Attached documentation must include points of travel.
Total (Not to exceed $1,000)		

Note: Documentation of moving expenses must accompany this form.

Upon receipt of the reimbursement from the Department of Education, the School District will forward said reimbursement to the teacher identified above.

NOTE: No teacher may be reimbursed for moving expenses on more than one (1) occasion.

_____, Superintendent

_____
(Print)

_____
Date

Submit request to:
Office of School Financial Services
Mississippi Department of Education
P. O. Box 771
Jackson MS 39205-0771