

Arizona State Personnel System  
**NEW EMPLOYEE MOVING/TRANSPORTATION COSTS AGREEMENT**

**NOTE: Approval of the Arizona Department of Administration Director is required before this agreement can be executed. Please refer to the Arizona State Personnel System (ASPS) Statewide Policy, Transportation or Moving Expense Reimbursement for New Employees.**

Agency Name

Position Title

Position Number

Name of New Hire

Total Amount of Reimbursement

This agreement between the new hire and agency listed above covers moving and other transportation expenses reimbursed in connection with the employee moving from outside Arizona to this state for employment in the Arizona State Personnel System (ASPS). In accordance with the ASPS Statewide Policy, *Transportation or Moving Expense Reimbursement for New Employees*, I agree that if I leave my position within 12 months of my official employment start date I will repay the agency the amount I received as reimbursement on a month-for-month prorated basis (e.g., if I remained in the position for five months, I would owe the state for 7/12ths of the amount I received).

In addition, I certify that I shall not and have not received reimbursement for moving or transportation costs from any other source; and I have not received reimbursement from the State of Arizona for moving or transportation expenses within the past five years.

New Employee  
Signature

Date

Agency Head  
Signature

Date

When both signatures are obtained, provide a copy of this agreement to the new employee. The agency head shall maintain the original.