

# Household Moving Allowance State of South Dakota

**RECEIVED**

FEB 16 2018

**When Application and Authorization sections are completed, please submit the original to:**

State Board of Finance  
Office of Secretary of State  
500 E Capitol Ave  
Pierre SD 57501 Phone: 605-773-3537

**Please check one:**

- State Transfer (SDCL 3-9-9)  
Full-time continuous employment for 6 months.
- Professional Recruitment (SDCL 3-9-12)  
Attach a written copy of the offer of employment and of payment of moving expenses.

**S.D. SEC OF STATE**

**PLEASE NOTE:** The Request and all supporting documentation must be received in the Office of the Secretary of State no later than **5:00 p.m. CT on the Thursday prior to the Board of Finance meeting.** Documentation received after that time will be processed at the next Board of Finance meeting. All documentation **MUST** comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

## Application

<u>Jacob Hasz</u>	<u>Conservation Officer</u>	<u>Game, Fish and Parks</u>
Name of Applicant	New Position Title	Agency Employed By
<u>40,000</u>	<u>Rapid City, SD</u>	<u>January 2018</u>
Yearly Salary	New Post of Duty (City)	Expected Month/Year of Move
<u>90312</u>	<u>11/24/2017</u>	<u>8/2016</u>
Bureau of Human Resources Class Code	Employment Date with the State	

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

The IRS regulation for reporting moving expenses for employee states, "Employer reimbursement of an employee's moving expenses constitutes fringe benefits excludable from the employee's gross income if (1) the amounts would be deductible by the employee if they had directly paid or incurred these expenses, (2) the employee did not deduct the expenses in a prior year, and (3) if the move is 50 miles or more from the employee's former residence.

I certify that I have met the above listed criteria. I understand the reimbursement by the State of South Dakota for payment of the eligible moving expense will not be reported as taxable income to the IRS. While this reimbursement will not be reported as taxable, I acknowledge that ultimately I am responsible for the proper reporting of any tax liability of this reimbursement.

*Jacob Hasz*  
Signature of Applicant

11/20/17  
Date

## Authorization

The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

*K. P. Hepler*  
Name of Authorized Agent

*K. P. Hepler* 2/6/18  
Signature of Authorized Agent Date

Dept Secretary  
Position/Title of Authorized Agent

Game, Fish & Parks  
Agency of Authorized Agent

## Approval by State Board of Finance

Approved by the State Board of Finance on \_\_\_\_\_  
Date Signature of Secretary, State Board of Finance

**Note:** When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor's Office.

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### Application

<u>Jacob T. Manning</u>	<u>Park Manager</u>	<u>Game, Fish &amp; Parks</u>	
Name of Applicant	New Position Title	Agency Employed By	
<u>36,000</u>	<u>Lemmon, SD</u>	<u>Yankton, SD</u>	<u>11/6/2017</u>
Yearly Salary	City, State Moving From	New Post of Duty (City)	Expected Month/Year of Move
<u>90521</u>	<u>06/09/2016</u>		
Bureau of Human Resources Class Code	Employment Date with the State		

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Signature of Applicant

12-7-17

Date

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Kelly R. Hepler

Name of Authorized Agent

Cabinet Secretary

Position/ Title of Authorized Agent

11/17/18

Signature of Authorized Agent Date

Game, Fish & Parks

Agency of Authorized Agent

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Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance

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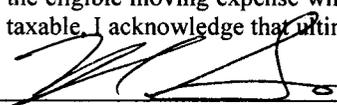
## Application

Blake Swanson	Grant County	SD GFP
Name of Applicant	New Position Title	Agency Employed By
\$44262.40	Conservation officer	Dec 2017
Yearly Salary	New Post of Duty (City)	Expected Month/Year of Move
GI	Milbank, SD	
Bureau of Human Resources Class Code	Employment Date with the State	
	May 2014	

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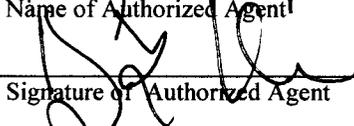
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	1/15/2018
Signature of Applicant	Date

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Kelly R. Hepler	Cabinet Secretary
Name of Authorized Agent	Position/ Title of Authorized Agent
	Game, Fish & Parks
Signature of Authorized Agent	Agency of Authorized Agent

## Approval by State Board of Finance

Approved by the State Board of Finance on _____	Signature of Secretary, State Board of Finance _____
Date	

Household Moving Allowance
State of South Dakota

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FEB 05 2018

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S.D. SEC. OF STATE

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Application

Michael Ondlin
Name of Applicant

Conservation Officer SD Game, Fish & Parks
New Position Title Agency Employed By

\$18.44/hr. Onida, SD
Yearly Salary City, State Moving From

Webster, SD November, 2017
New Post of Duty (City) Expected Month/Year of Move

GI
Bureau of Human Resources Class Code

November, 2015
Employment Date with the State

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The IRS regulation for reporting moving expenses for employee states, "Employer reimbursement of an employee's moving expenses constitutes fringe benefits excludable from the employee's gross income if (1) the amounts would be deductible by the employee if they had directly paid or incurred these expenses, (2) the employee did not deduct the expenses in a prior year, and (3) if the move is 50 miles or more from the employee's former residence.

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Michael Ondlin
Signature of Applicant

12/17/17
Date

Authorization

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Kelly R. Hepler
Name of Authorized Agent

Cabinet Secretary
Position/ Title of Authorized Agent

[Signature]
Signature of Authorized Agent Date

Game, Fish & Parks
Agency of Authorized Agent

Approval by State Board of Finance

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Signature of Secretary, State Board of Finance

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## Application

Stuart Griffith

Name of Applicant

\$49,067.20

Yearly Salary

666674

Bureau of Human Resources Class Code

Vermillion SD

City, State Moving From

Headquarters Specialist

New Position Title

Rapid City SD

New Post of Duty (City)

06/02/14

Employment Date with the State

SD Highway Patrol

Agency Employed By

April 2018

Expected Month/Year of Move

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Signature of Applicant

1-8-18

Date

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Angela Lemieux

Name of Authorized Agent



Signature of Authorized Agent

Date

1/12/18

Director of Admin & Grant Oversight

Position/ Title of Authorized Agent

Department of Public Safety

Agency of Authorized Agent

## Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance

**Household Moving Allowance  
State of South Dakota**

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**Application**

<u>Rasmus Houborg</u>	<u>Sr Research Scientist</u>	South Dakota State University
Name of Applicant	New Position Title	Agency Employed By
<u>\$98,160</u>	<u>Brookings, SD</u>	<u>December 2017</u>
Yearly Salary	New Post of Duty (City)	Expected Month/Year of Move
<u>00502</u>	<u>1/8/2018</u>	
Bureau of Human Resources Class Code	Employment Date with the State	

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Signature of Applicant

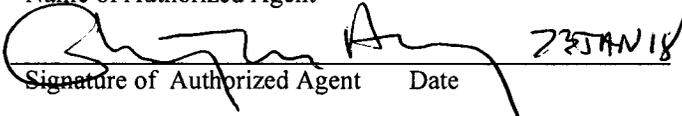
3 JAN 23, 2018  
Date

**Authorization**

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Geoffrey M. Henebry  
Name of Authorized Agent

Co-Director, GSCE  
Position/ Title of Authorized Agent

  
Signature of Authorized Agent      Date

South Dakota State University  
Agency of Authorized Agent

**Approval by State Board of Finance**

Approved by the State Board of Finance on \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Secretary, State Board of Finance

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Professional Recruitment (SDCL 3-9-12)  
 Pierre SD 57501 Phone: 605-773-3537 moving

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## Application

Jerrell Kelly	Intramural Coordinator	SDSU
Name of Applicant	New Position Title	Agency Employed By
\$ 37000	Bluffton, SC	Brookings
Yearly Salary	City, State Moving From	New Post of Duty (City)
00361	01/08/2018	01/2018
Bureau of Human Resources Class Code	Employment Date with the State	Expected Month/Year of Move

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Jerrell Kelly	01/23/2018
Signature of Applicant	Date

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Shari Landmark  
Name of Authorized Agent

Director  
Position/ Title of Authorized Agent

[Signature]  
Signature of Authorized Agent      Date

SDSU  
Agency of Authorized Agent

---

### Approval by State Board of Finance

Approved by the State  
Board of Finance on

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Secretary, State Board of Finance

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## Application

<u>John Killefer</u> Name of Applicant	<u>Dean, College of Agriculture &amp; Biological Sciences</u> New Position Title	<u>SDSU</u> Agency Employed By
<u>\$240,000</u> Yearly Salary	<u>Corvallis, OR</u> City, State Moving From	<u>Brookings, SD</u> New Post of Duty (City)
<u>00182</u> Bureau of Human Resources Class Code	<u>March 2018</u> Employment Date with the State	<u>March, 2018</u> Expected Month/Year of Move

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[Signature]  
Signature of Applicant

12-11-2017  
Date

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Dennis Hedge  
Name of Authorized Agent

Provost / VP Academic Affairs  
Position/ Title of Authorized Agent

[Signature] 12-20-2017  
Signature of Authorized Agent Date

SDSU  
Agency of Authorized Agent

## Approval by State Board of Finance

Approved by the State Board of Finance on

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Secretary, State Board of Finance

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## Application

Kwanghee Won

Name of Applicant

Instructor, Computer Science

New Position Title

SDSU

Agency Employed By

80,364

Yearly Salary

Lincoln, Nebraska

City, State Moving From

Brookings

New Post of Duty (City)

February, 2019

Expected Month/Year of Move

00900

Bureau of Human Resources Class Code

January 3, 2018

Employment Date with the State

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Kwanghee Won  
Signature of Applicant

1/11/18  
Date

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Steve Hietpas

Name of Authorized Agent

EECS Department Head

Position/ Title of Authorized Agent

[Signature] 1/11/2018  
Signature of Authorized Agent Date

SDSU-College of Engineering

Agency of Authorized Agent

## Approval by State Board of Finance

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Board of Finance on

Date

Signature of Secretary, State Board of Finance

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Application

Yue Zhou  
Name of Applicant  
87,721  
Yearly Salary  
Boston, MA  
City, State Moving From  
00801  
Bureau of Human Resources Class Code  
Assistant professor  
New Position Title  
Brookings  
New Post of Duty (City)  
1/2/2018  
Employment Date with the State  
SDSU - EECS  
Agency Employed By  
12/2017  
Expected Month/Year of Move

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[Signature]  
Signature of Applicant  
1/22/2018  
Date

Authorization

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STEVEN HIETPAS  
Name of Authorized Agent  
Professor/HEAD EECS Dept.  
Position/ Title of Authorized Agent  
1/23/18  
Date  
SDSU  
Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on  
Date  
Signature of Secretary, State Board of Finance

Household Moving Allowance  
State of South Dakota

RECEIVED

JAN 29 2018

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance  
Office of Secretary of State  
500 E Capitol Ave  
Pierre SD 57501

Phone: 605-773-3537

Please check one:

- State Transfer (SDCL 3-9-9)  
Full-time continuous employment for 6 months.
- Professional Recruitment (SDCL 3-9-12)  
Attach a written copy of the offer of employment and of payment of moving expenses.

S.D. SEC. OF STATE

PLEASE NOTE: The Request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT on the Thursday prior to the Board of Finance meeting. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Dawn S. Bragg Name of Applicant      Dean, Med Student Affairs New Position Title      USD Agency Employed By

\$200,000 Yearly Salary      Milwaukee, WI City, State Moving From      Feb 2018 Expected Month/Year of Move

00142 Bureau of Human Resources Class Code

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

The IRS regulation for reporting moving expenses for employee states, "Employer reimbursement of an employee's moving expenses constitutes fringe benefits excludable from the employee's gross income if (1) the amounts would be deductible by the employee if they had directly paid or incurred these expenses, (2) the employee did not deduct the expenses in a prior year, and (3) if the move is 50 miles or more from the employee's former residence.

I certify that I have met the above listed criteria. I understand the reimbursement by the State of South Dakota for payment of the eligible moving expense will not be reported as taxable income to the IRS. While this reimbursement will not be reported as taxable, I acknowledge that ultimately I am responsible for the proper reporting of any tax liability of this reimbursement.

Dawn Bragg Signature of Applicant      12/27/2017 Date

Authorization

The undersigned agent hereby certifies that the above agency ordered the applicant to move as indicated and that the move will be for the benefit of the State of South Dakota. The Agent further declares that to the best of my knowledge and belief the request and authorization for reimbursement of actual household moving expenses are true and correct.

Sheila Gestring Name of Authorized Agent      Vice President, Finance Position/ Title of Authorized Agent

Sheila Gestring Signature of Authorized Agent      1-25-18 Date      University of South Dakota Agency of Authorized Agent

Approval by State Board of Finance

Approved by the  
State Board of  
Finance on

Date

Signature of Secretary, State Board of Finance

Note: When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor's Office.



## Household Moving Allowance State of South Dakota

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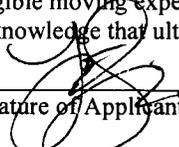
**PLEASE NOTE:** The request and all supporting documentation must be received in the Office of the Secretary of State no later than 4:00 pm, C.T. eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after this time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

### Application

<u>Kelly Everding</u>	<u>Custodial Manager</u>	<u>USD</u>
Name of Applicant	New Position Title	Agency Employed By
<u>\$68,500</u>	<u>Canton, SD</u>	<u>Vermillion, SD</u>
Yearly Salary	City, State Moving From	New Post of Duty (City)
<u>00350</u>	<u>11/21/2017</u>	<u>03/2018</u>
Bureau of Human Resources Class Code	Employment Date with the State	Expected Month/Year of Move

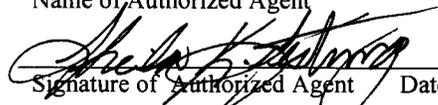
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I certify that I have met the above listed criteria. I understand the reimbursement by the State of South Dakota for payment of the eligible moving expense will not be reported as taxable income to the IRS. While this reimbursement will not be reported as taxable, I acknowledge that ultimately I am responsible for the proper reporting of any tax liability of this reimbursement.

      01/24/2018  
Signature of Applicant      Date

### Authorization

The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

<u>Sheila Gestring</u>	<u>Vice President, Finance</u>
Name of Authorized Agent	Position/ Title of Authorized Agent
<u></u> <u>1-25-18</u>	<u>The University of South Dakota</u>
Signature of Authorized Agent      Date	Agency of Authorized Agent

### Approval by State Board of Finance

\_\_\_\_\_  
Signature of Secretary, State Board of Finance

**Note:** When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor's Office.

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S.D. SEC. OF STATE

# Household Moving Allowance State of South Dakota

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Please check one:

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### Application

<u>RICHARD KIEFER-ODONNELL</u>	<u>Asst. Director</u>	<u>USD</u>
Name of Applicant	New Position Title	Agency Employed By
<u>\$90,100</u>	<u>Sioux Falls, SD</u>	<u>11/1/17</u>
Yearly Salary	City, State Moving From	Expected Month/Year of Move
<u>00346</u>	<u>11/2/17</u>	
Bureau of Human Resources Class Code	Employment Date with the State	

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I certify that I have met the above listed criteria. I understand the reimbursement by the State of South Dakota for payment of the eligible moving expense will not be reported as taxable income to the IRS. While this reimbursement will not be reported as taxable, I acknowledge that ultimately, I am responsible for the proper reporting of any tax liability of this reimbursement.

<u>Richard Kiefer-Donnell</u>	<u>11/2/17</u>
Signature of Applicant	Date

### Authorization

The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

<u>Sheila Gestring</u>	<u>Vice President, Finance</u>
Name of Authorized Agent	Position/ Title of Authorized Agent
<u>Sheila Gestring</u>	<u>The University of South Dakota</u>
Signature of Authorized Agent	Agency of Authorized Agent
<u>1-25-18</u>	
Date	

### Approval by State Board of Finance

\_\_\_\_\_  
Signature of Secretary, State Board of Finance

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Household Moving Allowance  
State of South Dakota

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Application

<u>Michael Thomas</u> Name of Applicant	<u>Head Coach - Women's Soccer</u> New Position Title	<u>USD</u> Agency Employed By
<u>\$65,000.00</u> Yearly Salary	<u>Brea, California</u> City, State Moving From	<u>Vermillion</u> New Post of Duty (City)
<u>00510</u> Bureau of Human Resources Class Code	<u>December 15, 2017</u> Employment Date with the State	<u>December 2017</u> Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses. The IRS regulation for reporting moving expenses for employee states, "Employer reimbursement of an employee's moving expenses constitutes fringe benefits excludable from the employee's gross income if (1) the amounts would be deductible by the employee if they had directly paid or incurred these expenses, (2) the employee did not deduct the expenses in a prior year, and (3) if the move is 50 miles or more from the employee's former residence. I certify that I have met the above listed criteria. I understand the reimbursement by the State of South Dakota for payment of the eligible moving expense will not be reported as taxable income to the IRS. While this reimbursement will not be reported as taxable, I acknowledge that ultimately I am responsible for the proper reporting of any tax liability of this reimbursement.

[Signature] Signature of Applicant      1/11/18 Date

Authorization

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<u>Sheila Gestring</u> Name of Authorized Agent	<u>Vice President, Finance</u> Position/ Title of Authorized Agent
<u>[Signature]</u> Signature of Authorized Agent <u>1-25-18</u> Date	<u>The University of South Dakota</u> Agency of Authorized Agent

Approval by State Board of Finance

\_\_\_\_\_  
Signature of Secretary, State Board of Finance

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