

## LEGISLATIVE AFFAIRS AGENCY

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## HOUSEHOLD GOODS AND PERSONAL EFFECTS MOVING AUTHORIZATION

**This form must be submitted to LAA Accounting BEFORE a legislator's move.**

I, \_\_\_\_\_ (legislator name) request authorization for payment of moving company expenses for moving my household goods and personal effects from \_\_\_\_\_ (city), where I currently reside, to \_\_\_\_\_ (city) in accordance with the Legislative Council Moving and Travel Policy. Actual and necessary moving expenses will be paid for not more than 3,000 pounds of household goods and personal effects. In-transit insurance shall not exceed \$200 for a convening move and \$200 for an adjourning move. The moving company must provide LAA with a detailed, descriptive inventory of household goods and personal effects.

Moving company: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

**NOTE:** Household goods and personal effects may not contain items that are considered dangerous or hazardous. It is the legislator's responsibility to comply with all federal and state regulations for shipping such items depending on the shipping method. The TSA, AMHS, FedEx and UPS websites list dangerous goods and hazardous materials that require special shipping or are prohibited.

- ☐ I will pay the moving company and request reimbursement from LAA, or
- ☐ I request LAA pay the moving company directly

*By signing this form, I accept responsibility for the expense of unauthorized or excess items shipped, as well as any required taxes and state deductions.*

\_\_\_\_\_  
Legislator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
LAA Executive Director Signature

\_\_\_\_\_  
Date