

**BUSINESS ACTUAL MOVING EXPENSES – WORKSHEET**

Wisconsin Department of Transportation

RE1030

08/2024

**Important:** All items must be determined by WisDOT as actual, reasonable and necessary to receive reimbursement. Specific statutory provisions apply. BTS preapproval may be required. Supporting documentation must accompany each item claimed.

Substantial physical changes to the real property at the replacement location are ineligible as actual move expenses. [49 CFR Part 24.301(h)(10)] and [ADM 92.52(1)(c)].

Business name		Subject address		Replacement address	
Business owner name or contact name		Relocation agent name		Date	
<input type="checkbox"/> Commercial Move (Based on the lower of two estimates) [49 CFR 24.301(d)(1) and ADM 92.56(1)(a)]		<input type="checkbox"/> Self Move Option 1 (Requires self-move agreement. Based on lower of two estimates) [49 CFR 24.301(d)(2)(i) and ADM 92.56(1)(b)(1)]		<input type="checkbox"/> Self Move Option 2 (Requires self-move agreement and receipted invoices for labor and equipment) [49 CFR 24.301(d)(2)(ii) and ADM 92.56(1)(b)(2)]	
<input type="checkbox"/> Combination of Commercial and Self Move (See previous requirements.) [ADM 92.56(1)]					
1. Transportation of personal property (includes packing, crating, unpacking and uncrating) up to 50 miles. [49 CFR 24.301(g)(1) and (2)] and [ADM 92.52(1)(a) and (b)] and [ADM 92.56(1)]				\$	
2. Disconnecting, dismantling, removing, reassembly and reinstallation of personal property. Modifications to the personal property necessary to adapt it to the replacement structure, the replacement site, which is not a substantial real property improvement or the utilities at the replacement site to the personal property. [49 CFR 24.301(g)(3)] and [ADM 92.52(1)(c)]				\$	
3. Connections to utilities available within the replacement building. [49 CFR 24.301(g)(3)] and [ADM 92.52(1)(c)]				\$	
4. Storage for personal property up to 12 months. <b>(BTS preapproval required.)</b> [49 CFR 24.301(g)(4)] and [ADM 92.52(1)(d)]				\$	
5. Advertisement (of) and obtaining bids for moving. (WisDOT policy is for relocation agents to obtain moving estimates, and WisDOT will pay for estimates directly. <b>BTS preapproval is required</b> if displaced person is seeking bids/estimates.) [ADM 92.52(1)(e)]				\$	
6. Insurance for replacement value of property in connection with the move and storage. [49 CFR 24.301(g)(5)] and [ADM 92.52(1)(f)]				\$	
7. The replacement value of property lost, stolen or damaged in the process of moving, if not the fault of the displaced person, where insurance covering the loss is not reasonably available. [49 CFR 24.301(g)(6)] and [ADM 92.52(1)(g)]				\$	
8. Licenses, permits and certification fees required at the replacement location for business operation. [49 CFR 24.301(g)(12)] and [ADM 92.52(1)(h)]				\$	

Project ID

Highway

Parcel No.

9. Professional services for planning, moving, and installing the relocated and substituted personal property at the replacement location <b>(BTS preapproval required.)</b> [49 CFR 24.301(g)(13)] and [ADM 92.52(1)(i)]	\$
10. Relettering signs and replacing stationary based on existing stock made obsolete and making reasonable and necessary updates to other media that are made obsolete as a result of the move. [49 CFR 24.301(g)(14)] and [ADM 92.52(1)(k)]	\$
11. Actual direct loss of tangible personal property. <b>(BTS preapproval required.</b> Reimbursement requires compliance with specific statutory provisions. No upgrades. Requires a WisDOT furniture, fixture and equipment appraisal and an estimate to move/reconnect the item. Requires completion of tangible personal property form.) [49 CFR Part 24.30(g)(15)] and [ADM 95.52(1)(L) and ADM 92.56(2)]	\$
12. Reasonable cost to sell personal property that will not be relocated. (Eligible costs are associated with the actual direct loss of tangible personal property.) [49 CFR Part 24.301(g)(16)] and [ADM 92.56(2)]	\$
13. Purchase of substitute personal property and installation minus sale/trade-in, when cost is less than the cost to move and reinstall item to be substituted. <b>(BTS preapproval required.</b> Requires compliance with specific statutory provisions. No upgrades. Requires a WisDOT furniture, fixture and equipment appraisal and an estimate to move/reconnect the item to be substituted. Requires completion of substitute property calculation form.) [49 CFR Part 24.301(g)(17)]	\$
14. Searching expenses (\$5,000 maximum under federal code limits). Requires completed Searching Expense Record. [49 CFR Part 24.301(g)(18)(i)] and [ADM 92.52(1)(m) and ADM 92.56(3)] - OR - Searching expense (\$1,000 maximum one-time payment under federal code limits). Requires signed Searching Expense-Alternative form. [49 CFR Part 24.301(g)(18)(ii)]	\$
15. Low value / high bulk property. <b>(BTS pre-approval required.)</b> [49 CFR Part 24.301(g)(19)] and [ADM 92.56(1)(c)]	\$
16. Connection to available nearby utilities from property line to improvements at replacement site. [49 CFR Part 24.303(a)] and [ADM 92.67(2)(d)]*	\$
17. Professional services performed prior to the purchase or lease of a replacement site to determine suitability, including soil testing, feasibility studies. <b>(BTS preapproval required).</b> [49 CFR Part 24.303(b)] and [ADM 92.67(2)(i)]*	\$
18. Impact fees and one-time assessments for anticipated heavy utility usage, as determined necessary by the agency. <b>(BTS preapproval required).</b> [49 CFR Part 24.303(c)] and [ADM 92.67(2)(k)]*	\$
19. Services in preparing and documenting a business relocation claim. (Total not to exceed \$500) [Adm 92.52(1)(n)]	\$
20. Other items considered necessary as approved by the agency and not considered ineligible under law. <b>(BTS pre-approval required.)</b> [49 CFR Part 24.301(g)(8)] and [ADM 92.52(1)(o)]	\$
* <u>Note:</u> WisDOT shall reimburse Items #16, 17 and 18 under 49 CFR Part 24.303 Related Non-residential Eligible Move Expenses, which is an uncapped move expense, to provide the greatest reimbursement to relocatees.	
TOTAL	\$

Project ID

Highway

Parcel No.