

## **Moving Expenses**

ACA 19-4-522 (e) allows states supported colleges and universities to utilize maintenance and operation appropriations for the payment of moving expenses of employees, including new hires regardless of their location, reasonable payment for movement of household effects shall be made in accordance with the procedures prescribed herein. The term household effects as used herein does not apply to the movement of recreational vehicles, boats and other items not normally used in the home. Packing, crating, loading and unloading of household effects, as necessary, in addition to actual transportation expenses in accordance with Internal Revenue Service (IRS) regulations are acceptable as part of the moving expense and may be paid. Please refer to Publication 535. The Payroll Department will be notified of all moving expenses and reimbursements. Reimbursement of costs for employee moving expense will be allowed only when the distance from the employee's place of residence, old duty station, and new duty station meet the guidelines of the Internal Revenue Service in effect at the time of the relocation for allowable moving expense.

1. Arkansas Code 19-4-522(e) allows the payment of employee moving expenses from state funds by institutions of higher education. Within the fiscal limitations of departmental units of Arkansas Tech University, a Dean, Vice President, or the President may authorize payment of up to \$5,000 in moving expenses for new faculty or non-classified staff employees. Please note the actual authorized payment for each relocation may be less than up to \$5,000 (e.g. It may be up to \$1,000). Any amount that exceeds this limit requires approval of the President or his or her designee. The terms of agreement for payment of moving expenses should be included in the letter of appointment and/or letter offering employment. The University's obligation applies to the movement of a "household" and does not constitute a separate allowance to each member of a family employed at the University. For detailed federal income tax information concerning moving expenses see <http://www.irs.gov/pub/irs-pdf/p521.pdf>

### **A. Allowable Costs:**

1. Moving the employee's household goods and personal effects.
2. Travel, including lodging to accommodate immediate family members but not meals, from the former residence to the new residence. This includes one night of lodging upon arrival at the new home destination. Subsequent nights of lodging are the responsibility of the employee.
3. Since it is often more economical to ship books by parcel post, individuals should investigate the possibility and should keep receipts to submit with the request for reimbursement.
4. If the faculty or non-classified staff employee elects to move himself/herself rather than utilizing commercial movers, receipts should be kept for vehicle or trailer rental charges, gasoline and oil purchases, toll charges, and special labor charges (other than the faculty or non-classified staff employee himself/herself, or his/her family members) required in assisting with loading and unloading.

### **B. Non-Allowable Costs. The University does not share in the following costs:**

1. Storage of personal effects at either end of the move.

2. Additional insurance coverage over and above the normally carried by commercial moving companies.
3. Moving of household effects from an address other than the home address from which the individual is moving.
4. Any subsequent moves from temporary to permanent housing.
5. The movement of recreational vehicles, boats and other items not normally used in the home.
6. Payment to self or friends/family of employee if employee elects to move himself/herself.

The University utilizes moving services under approved contracts. Move scheduling should be done as soon as possible upon acceptance of employment. If one of the University's contracted moving companies is not used, three written moving estimates must be secured and justification provided if the firm with the lowest estimate is not selected. Prior approval of a moving company in this instance must be obtained from the Procurement Office prior to the employee signing a contract. Failure to follow this provision may result in the university not paying any of the moving expenses.

Payment will be made directly to the moving company by the university, or reimbursement for moving household goods and personal effects may be made to the employee, up to the amount authorized for the move. Original receipts are required for all reimbursements.

Procurement Services will resolve problems encountered with the moving company with which ATU has a contractual agreement. If other moving companies are used, the employee may not have adequate protection for damage or leverage required to resolve problems. Regardless of how the employee manages a household move, moving expense payments to vendors of ATU employees must follow University Procedures.

During the move, the moving company may ask for guidance from the employee being moved. The employee must understand that verbal instructions to the moving company may constitute a contract. ATU will not pay for verbal charges outside the written contract, and the employee will be solely liable. The employee will need to exercise caution to avoid this personal additional expense. When in doubt concerning a request from the moving company call Procurement Services at 479-968-0269.

Supervisors will adhere to the following steps when household goods moving services are required by a new employee.

1. Inform your new employee in writing of the allotted amount the department is willing to pay for expenses and of the university-preferred provider.
2. If the new employee does not wish to use the preferred provider, they must obtain three bids. Once they have received the cost estimates and selected the moving company, they should contact the ATU department they are working for with the information. If the moving company is not a current vendor, the department will need to complete a New Vendor Request Form. Once a T number has been established, the department should enter a requisition to the selected moving company with the following information:

A. Name and phone number of employee moving.

B. Quote number.

C. Date of move and any details needed to ensure successful move.

D. Copies of three estimates, if not using the University contracted moving company. If the employee is using the University contracted mover then a written quote must be submitted to assure that it is within the authorized budget before the move takes place. Any questions must be directed to Procurement Services before the employee signs the contract.

E. Location the employee is coming from and moving to.

Should an employee seek reimbursement for moving expenses he or she has incurred the following steps are necessary.

A. The hiring supervisor (e.g., Dean) requests reimbursement allowance from the hiring division (e.g. Academic Affairs).

B. If approved, the hiring division will reimburse actual allowable moving expenses up to the maximum allowance granted.

C. The hiring supervisor completes and approves Moving Reimbursement Request Form and forwards to the appropriate department staff employee who will enter travel requisition for reimbursement expenses.

D. Requisition is entered and approval form is forwarded to Travel Services via email, [travel@atu.edu](mailto:travel@atu.edu).

E. Travel retains a copy for TR-1 reconciliation.

F. The employee who is moving completes a TR-1 and submits it along with all receipts to department for approval signature, once approved the TR-1 is forwarded to Travel Services.

G. Travel Services forwards a copy of TR-1 and approval form to the Payroll Department.

H. Because the hiring division has previously agreed to a moving allowance, the hiring department then contacts the hiring division with actual reimbursable amount and requests a budget transfer.

I. Travel Services processes the TR-1.

J. Individual is reimbursed via paper check or direct deposit through Disbursing Office.