

## Employee Moving Process

Prior to planning a move the employee should read [ATU Travel Policy](#) pages 7-9.

1. Employee is offered a moving allowance as part of his/her employment contract. **This amount is all inclusive of expenses related to moving. It is the total amount that will be expended by the University for any allowable moving expenses to include hotel stays.**
2. Employee can choose one of the following two options
  - a. Seek reimbursement for moving expenses such as renting a U-Haul
  - b. Obtain a quote for professional moving expenses to be paid for directly by ATU

Please note only allowable expenses may be reimbursed or covered under payment to the moving company by ATU.

### Employee Seeking Reimbursement

1. Contacts HR to verify allowance of moving expenses.
2. Contacts his/her department to request completion of [Request for Reimbursement of Moving Expense](#) form.
3. Departmental Administrative Assistant completes form and forwards to Dean and VP for approval
4. Approved form is sent to Travel Services to be retained with TR-1.
5. Employee arranges for rental of moving truck and retains all receipts for allowable expenses.
6. Move is completed.
7. Completes a TR-1 expense reimbursement form available on the Travel Services webpage.
8. Submits form to Travel Services for review and submission to Accounts Payable for processing.

### University Pays Professional Mover

1. Employee contacts HR to verify allowance of moving expenses.
2. HR puts employee in contact with contracted mover.
3. Contracted mover produces a quote for move and sends to HR.
4. HR forwards quote to employee's department and Procurement.
5. Department issues a requisition to United Van Lines for total quote or moving allowance whichever is less. **Note: If total allowance is used toward professional moving service, then no TR-1 can be submitted for hotel stays or other allowable moving expenses.**
6. Procurement sends requisition to VP for approval if applicable.
7. Procurement issues purchase order from approved requisition and forwards to moving company.
8. Move is completed.
9. Employee's department signs off on departmental copy of purchase order and forwards to Accounts Payable for payment.