

1 **Moving Expenses for New Employees**

2 Effective: Moved to Policy Library from UPM 3.4(5)

3 Updated/Revised: February 16, 2009

4 Contact: [Director of Purchasing](#)

5 **Introduction**

6 This policy provides information about the conditions under which the relocation expenses incurred
7 by new employees may be reimbursed.

8 **Policy Statement**

9 When an employing unit's administration believes it is necessary to attract specific personnel,
10 reimbursement of expenses for packing and moving a new employee's household goods and other
11 personal effects may be authorized from available and approved department funds. Only full-time
12 employees are eligible. Moving expenses also may be authorized for part-time faculty and P&S
13 employees, by specific approval of authorized individuals, defined as president, provost, or
14 appropriate vice president, dean, director, department chair or designee. Specific approval shall be
15 given and witnessed by authorizing signatures on the appropriate document, i.e., purchase
16 requisition, honorarium or expense voucher, etc.

17 When the decision is made to assist with relocating an employee by paying household moving
18 expenses, a new employee household moving packet should be requested from the Purchasing
19 Department. This packet includes information that will assist in the expedient processing of
20 household moving payments. Centrally budgeted university funds are not available for this purpose.
21 The eligibility, limitations, and procedural requirements are as follows:

- 22 • Based upon the university's established travel policies, interview trips for prospective faculty and
23 staff may be reimbursed.
- 24 • After a new staff member has accepted employment, travel expenses may be reimbursed for
25 one trip for the staff member and spouse for the purpose of arranging housing. Subsequent
26 house hunting trips may be authorized by the specific approval of an authorized individual
27 (defined above). Reimbursement of these items constitutes taxable income to the employee.
- 28 • Departments may pay employees' reasonable household moving expenses by reimbursement to
29 an individual or direct payment by the university to a moving firm, as noted below. Hiring
30 departments are free to establish payment limits based on budgetary limitations. Suggested
31 guidelines are available from the purchasing department.
- 32 • Additional costs, associated with moves from two households, will require specific approval of an
33 authorized individual (defined above). Expenses associated with home sale or lease breakage
34 will not be reimbursed.

- 35 • Reimbursement for moving expenses shall not include moving plants or animals, nor shall it
36 include payment of storage fees or costs associated with moving household goods from storage
37 to destination.
- 38 • Reimbursement for the use of rental trucks or trailers may be authorized if complete
39 documentation is presented, which includes receipts for gasoline purchases and truck rental. No
40 reimbursement will be made for the hiring of assistance to help with loading or unloading or
41 personal effects or household goods.
- 42 • Personal travel or temporary living expenses for an individual and his or her immediate family,
43 associated with accepting new employment, may be reimbursed. Such reimbursement is limited,
44 however, to mileage for two vehicles and for travel using the most direct route. Reimbursement
45 of temporary housing expenses, meals and mileage (in excess of IRS limits) constitutes taxable
46 income to the employee.
- 47 Upon submission of full documentation, including copies of all paid bills or invoices from an
48 authorized commercial mover, the staff member will be reimbursed. By utilizing a properly
49 approved purchase order, the university's portion of the moving expense may be paid directly to
50 the moving company. The new staff member will continue to be responsible for the balance of
51 any charges incurred.
- 52 • The university has established a moving services contract, through a competitive bid process,
53 which offers significant discounts and several additional features to facilitate the moving process.
54 Either the hiring department or the newly hired employee should contact the purchasing
55 department for assistance before contacting moving firms.
- 56 • When not utilizing the moving services contract, the newly hired employee is responsible for
57 obtaining a minimum of two guaranteed "not-to-exceed estimates" from Iowa-based moving
58 companies. These estimates shall be submitted to the Purchasing Department for review, along
59 with a purchase requisition. A purchase order will be issued to cover the university's portion of
60 the move.

61 **Resources**

62 **Links**

- 63 • [Controller's Department Contact for Moving Expenses](#)
64 • [University Human Resources](#)
65 • [Moving Assistance - Purchasing Department](#)
66 • [University Resources for Employees](#)