

SUBJECT: Payment of Moving Expenses	Effective Date: 1/4/2016	Policy Number: 3-505.2
	Supersedes: 3-505.1	Page Of 1 3
	Responsible Authority: Director of Procurement Services	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 9-9-05

APPLICABILITY/ACCOUNTABILITY

This policy applies to all university departments and units.

POLICY STATEMENT

Moving expense payments for household effects up to a total of 15,000 pounds are considered perquisites and can be made only upon prior approval by the appropriate vice president or designee. Moves in excess of 15,000 pounds must be approved in advance by the president. The approval of moving expense requests is not automatic and is granted only when it is determined that the expense is in the best interest of the university.

DEFINITIONS

Household Goods. Personal effects and property of a current or prospective employee.

Moving Expenses. The cost of packing, shipping, and storing household goods and reasonable expenses incurred for moving an automobile for a current or prospective employee.

PROCEDURES

Provisions

1. Payment of moving expenses for an employee is a perquisite. No formal commitment to expend funds for the payment of moving expenses should be made unless prior written approval is obtained from the appropriate vice president and/or provost.

2. Proposed moves of household goods up to a total of 15,000 pounds may be approved by the provost or appropriate vice president. In addition, moves in excess of 15,000 pounds and other exceptions must be approved by the president. All approvals must be obtained in writing in advance of the move.
3. Approvals must appear on the fully completed *Request to Pay Moving Expenses Form*.
4. Moving expenses paid by the university may be subject to income tax in accordance with IRS regulations.

Procedures for the Requesting Department

1. The State University System has a contract for employee domestic and international moves. An approved vendor from the SUS contract must be used for each move requested.
2. The department/prospective employee need only select one of the contract vendors to arrange an estimate for the move. The department should then submit a purchase requisition that includes the estimate, detailed information concerning the move (place of origin, date of anticipated move, address, telephone numbers, name of the contact person), and approved Request for Approval to Pay Moving Expenses form.
3. The department may agree to pay the entire amount of the move or a fixed amount, with the employee paying the remainder. If the department agrees to pay a fixed amount, the purchase order will be issued for that portion of the fixed amount authorized by the department. The employee will be responsible for paying the difference between the amount authorized by the department and the actual total cost of the move.

Action by the Procurement Services Department

1. Upon receipt of the requisition and approved form, Procurement Services will issue a purchase order and notify the awarded carrier. The carrier will then set up a move date with the employee.
2. New employees are not authorized to place orders directly with moving vendors; but after receiving approval and a purchase order number from Procurement Services, the department hiring the new employee may give the purchase order number to the carrier.
3. Departments shall prepare paperwork well in advance to allow sufficient time to coordinate the move. This precaution is especially important for summer moves when carriers are busiest.

Special Provisions

1. Requests for moving laboratory equipment and professional books should be submitted on a separate requisition. Household goods as defined above do not include professional equipment and/or books that are necessary for job performance and that will be housed at

the university. The approximate value of items to be shipped should be indicated for insurance purposes.

2. Except for reassembly of furniture and appliance items, the unpacking of household goods is not an allowable moving expense.

FORMS

Request for Approval to Pay Moving Expenses

- **Online Form**

<https://purchasing.ucf.edu/guidelines-moving-expenses/>

RELATED INFORMATION

Guidelines for Employee Moving Expenses <https://purchasing.ucf.edu/guidelines-moving-expenses/>

CONTACTS

UCF Purchasing – 407-823-2661

UCF Human Resources – 407-823-2771

INITIATING AUTHORITY Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>3-505.2</u>	
Initiating Authority: <u>Will F. Orourke</u>	Date: <u>12-22-15</u>
University Policies and Procedures Committee Chair: <u>Jonda L Bishop</u>	Date: <u>12/21/2015</u>
President or Designee: <u>John C. Hill</u>	Date: <u>1/4/16</u>

History 3-505 9/9/05, 3-505.1 9/15/2010