

Procedures for Reimbursement of Recruitment and Moving Expenses

TO: University Community
FROM: Chancellor's Office

There no longer exists a central pool to address recruitment and moving needs. Departments (academic and non-academic) **ARE NOW RESPONSIBLE FOR** these expenses. The revised procedures for recruitment and moving reimbursement are listed below.

The payment of moving expenses may be granted for newly hired faculty or managerial administrators consistent with policies specified herein by the Board of Trustees.

Moving expenses which may be paid by the University shall be limited to amounts charged by a commercial mover for packing, transport and delivery of an employee's household goods and personal effects. Should an employee choose to self move, reimbursable expenses shall be limited to the costs of the moving truck or trailer rental and fuel, lubricants and tolls paid in connection therewith. All claims for reimbursement of moving expenses shall be supported by original receipts.

The amount of moving expenses to be allowed shall be generally based upon a rate schedule weighted by the rank of the position and the distance of the move, as proposed from time to time by the Chancellor and accepted by the Board of Trustees.

The current schedule follows. The amount of the allowance for a particular move shall be understood to constitute the maximum commitment of University funds, rather than an entitlement of the employee. No excess of said commitment over allowable expenses incurred for the move shall be payable to the employee for any other purposes.

A request for approval of moving expenses shall identify the fund source which is to bear the expense, including notice of any commitment to pay reimbursements using private funds. Reimbursements to be paid from funds of the UConn Foundation, or other private sources, shall be remitted to the University and paid to the employee via the University's payment procedures and be subject to the limitations of this policy, identically as if they were University funds.

Payment of moving expenses in amounts exceeding the schedule set by the Board, or for purposes other than those herein specified, may be granted upon recommendation of the President or Chancellor; except that the President shall recommend for approval by the Board the payment of any moving expenses for another Officer of the University, and the Chairman of the Board shall make such recommendation for the moving expenses of the President.

The formula for determining the amount to be reimbursed is based on the rank of the position and on the distance of the move as stated below:

Rank	Weight	Base	Rank Total
Assistant Professor	1 x	\$700	\$700
Associate Professor	2 x	\$700	\$1,400
Professor	3 x	\$700	\$2,100
Department Head/Director	4 x	\$700	\$2,800
Dean	5 x	\$700	\$3,500

The distance factor is calculated on the mileage of the move as follows:

Mileage	Base
Up to 500 Miles	\$350
1,000 Miles	\$700
1,500 Miles	\$1,050
2,000 Miles	\$1,400
2,500 Miles	\$2,100

Example	Weight	Base	Mileage Increment	Total
Department Head	4 x	\$700	+\$1,400 (2,000 miles)	\$4,200

Procedure:

A written request for the payment of the moving expenses of a new employee signed by the Department Head, should be sent for approval to the Dean/Director. (See the attached "Request for Reimbursement of Moving Expenses" form).

Departments must indicate FRS account number to be charged.

Once the approval has been received, the candidate should be advised of the approval and amount authorized. Approval must be received before a commitment can be made.

The candidate may then proceed in either of the following ways:

1. PREPAYMENT

The University has contracted with three moving companies to provide moving services to new employees and bill the University directly up to the approved amount. Currently the contracted moving companies are as follows:

Contract Mover	Address	Phone
Amodio (Mayflower) (Discount = 62%) Contact: Ken Sedlak	One Hartford Square New Britain, CT 06052	(888) 826-6346 X201 (860) 223-2725 X201 (860) 223-0370 - FAX Ken_sedlak@amodio.com
Nationwide (North American) (Discount = 62%) Contact: Lee Pearlman	100 Peters Road Bloomfield, CT 06002	(800) 243-4334 X224 (860) 243-9555 X224 (860) 769-6921 – FAX l_pearlman@nationwidemovers.com
William B Meyers (United) (Discount = 62%) Contact: Diane Corrone	225 Long Beach Blvd. Stratford, Ct. 06615, CT 06050	(800) 873-6393 X210 (203) 383-6210 (203) 375-9820 – FAX dcorrone@williambmeyer.com

Note – Contract includes replacement cost insurance up to a move that is valued at \$75,000.00. The value of the move is figured on a rate of \$5.00 per lb.

Departments wishing to use one of these movers should follow the procedure below:

1. The department should provide the employee with the contract vendors' names and telephone numbers and instruct them to obtain a written and signed quotation from any of the three. (This is a change from the last contract. It is no longer necessary to get quotes from all vendors, only your vendor of choice). The quotation must include a statement of the departure and destination points for the move. All vendors will now offer a "not to exceed" quote with some limitations.
2. The employee should forward the quotation to the employing department and indicate their preference. (The University assumes no liability for damage or loss, and because the employee is personally responsible for expenses exceeding the amount approved by the University, vendor selection is the employee decision).
3. The department should submit a requisition to the Purchasing Department identifying, a) the selected vendor, b) the amount the University will pay, c) the moving date, and the departure/destination points, e) a signed copy of the moving expense request form that acknowledges that the amount requested is consistent with policies specified herein. Requisitions should also be accompanied by a copy of the quotation and evidence of Dean/Director or BOTH approval where needed.
4. A purchase order will be sent to the selected company authorizing them to invoice the University up to the amount approved by the University. All charges in excess will be the employee's responsibility. Interstate Commerce Commission regulations require the employee either to pay the moving company his/her share of the moving expenses via cash or certified check before the moving van is unloaded or, make other payment arrangements with the moving company before the truck is loaded.

2. REIMBURSEMENT

The candidate may, if so desired, make arrangements with a moving company of his/her choice, pay for the moving expenses and request reimbursement up to the amount authorized. A Travel Reimbursement Form (BO750-TR, 11/94) should be prepared by the department AND THE DEPARTMENT HEAD'S SIGNATURE ACKNOWLEDGES THAT THE EXPENSES REQUESTED ARE REIMBURSABLE UNDER THE POLICY. The department forwards the employee voucher and original receipts to the Dean/Director for approval. The Dean/Director forwards the approved package to the Payroll Department.

Expenses eligible for reimbursement, **up to the amount authorized**, include:

- a. Payments to moving or shipping companies, as evidenced by paid receipts.
- b. Payments for moving truck rental, as evidenced by paid receipts.
- c. Tolls for the rental moving truck*.

NOTE: Reimbursement will be made to the extent the employee used the shortest, most direct route available. Travel incurred for side trips or vacations en route, etc. may proportionally reduce the amount reimbursed.

- d. Payments for packing and packing materials, boxes, etc. as evidenced by paid receipts.
- e. Payments for storage of household goods after arrival at UConn, if required, as evidenced by paid receipts.

*Toll receipts are preferred, however, as tolls are routinely less than \$25.00, a listing detailing tolls for which receipts were not obtained may be included for reimbursement.

Other expenses not included above such as food, lodging, mileage for personal vehicles, pre-move house hunting trips, temporary living costs after arrival, and any other expense not specifically identified as reimbursable will not be reimbursed under the University of Connecticut moving reimbursement policy.

Go to Moving Expense Request Form: <http://www.purchasing.uconn.edu/staff/images/movingform.pdf>