


Name of Policy: <u>Household moving expenses.</u>		 <p> Revision date: June 16, 2017 Original effective date: September 14, 2009 </p>	
Policy Number: 3364-25-19			
Approving Officer: President			
Responsible Agent: Executive Vice President for Finance and Administration			
Scope: The University of Toledo - all campuses			
	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The University of Toledo shall not reimburse or contract to pay relocation expenses for household goods except upon prior written approval of the president, provost or the vice president of the area to whom the faculty or staff member (“new hire”) shall report.

(B) Purpose of policy

The policy sets forth the procedure for reimbursement or payment of household moving expenses and permissible expenses.

(C) Procedure

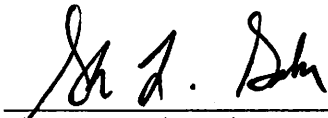
(1) IRS guidelines require that the distance between the old home and the new place of work be at least fifty miles greater than the distance between the old home and the old place of work. If the distance test is not met, then approval will not be granted.

(2) The president, provost or vice president shall notify the new hire within the letter offering employment that the university shall pay or reimburse for household moving expenses pursuant to this policy. A copy of this policy should be attached as well as a list of inter-university council (“IUC”) approved moving vendors. The university shall pay only for actual and eligible expenses. The university will not honor an invoice for moving expenses if the applicable procedures within this policy are not followed.

- (3) All new hires are required to use IUC approved moving vendors. Quotes from at least three companies from the approved vendor list are necessary. The proposals shall be delivered or mailed to the president, provost or vice president or his/her designee of the area to whom the new hire shall report a minimum of four weeks in advance of the scheduled move.
- (4) The president, provost or vice president shall approve a purchase requisition with the lowest quote attached, and submit to purchasing department pursuant to current procedures. The moving company, following completion of the move, shall mail or send electronically the final invoice to the business manager. The invoice should include the following items: bill of lading, weight ticket, actual mileage certificate, paid applicable invoices, total payable invoice and inventory of items moved. Rates shall not exceed the authorized government household transportation tariff rates (PUCO).
- (5) The president, provost or vice president or his/her designee, after confirming with the new hire that all items were moved without damages, shall deliver the final invoice to accounts payable for payment. Any amount over the approved amount will not be paid by the university and will be the responsibility of the new hire.
- (6) This policy does not apply to the moving of laboratory, office equipment, automobiles or unpacking of the new hire. Faculty start-up cost fund cannot be used to pay for household moving expenses.
- (8) The university may reimburse or pay for the following expenses:
 - (a) Commercial moving company;
 - (b) Charges for packing, crating, mailing and/or shipping household goods; and other miscellaneous packing supplies;
 - (c) Optional insurance on items such as furniture, clothing, and utensils;
 - (d) Rental truck and reasonable lodging when in transit if (i) the new hire is driving said truck, (ii) distance traveled is greater than 50 miles, and (iii) the cost is less than the lowest commercial moving company quote;
 - (e) In-transit storage for up to thirty consecutive days.

(C) Exceptions

The president may grant exceptions to this policy. Such exceptions will be in writing.

<p>Approved by:</p>  <hr/> <p>Sharon L. Gaber, Ph.D. President</p> <p><u>June 16, 2017</u> Date</p> <p><i>Review/Revision Completed by: Senior Leadership Team Associate Vice President Human Resources</i></p>	<p>Policies Superseded by This Policy:</p> <p><i>Previous 3364-25-10, effective date February 12, 2013</i></p> <p>Initial effective date: September 14, 2009 Review/Revision Date: February 12, 2013; June 16, 2017 Next review date: June 16, 2020</p>
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