


<p>Name of Policy: Household moving expenses.</p> <p>Policy Number: 3364-25-19</p> <p>Approving Officer: Vice President of Human Resources and Campus Safety</p> <p>Responsible Agent: Vice President of Human Resources and Campus Safety</p> <p>Scope: The University of Toledo - all campuses</p>	 <p>Original effective date: September 14, 2009</p>				
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(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 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 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 actual and eligible expenses not to exceed \$10,000. The university will not honor an invoice for moving expenses if the applicable procedures within this policy are not followed.
- (3) If the new hire uses one of the IUC approved moving vendors, only one quote is necessary. If the new hire uses moving vendor not on the approved list, then the new hire must submit three proposals from licensed and bonded moving companies and the university will select the lowest priced proposal. The proposals shall be delivered or mailed to the vice president of the area to whom the new hire shall report a minimum of four weeks in advance of the scheduled move.

- (4) The appropriate vice president shall approve a purchase requisition with the quote attached, and submit to purchasing department pursuant to current procedures. The moving company, following completion of the move, shall mail the final invoice to the vice president. 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 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 and/or office equipment of the new hire. Any arrangements for those items must be coordinated separately with the vice president to whom the new hire shall report. Faculty start-up cost fund can not 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;
 - (e) In-transit storage for up to thirty consecutive days.

<p>Approved by:</p> <p><u>/s/ W. Logie</u> Vice President of Human Resources and Campus Safety</p> <p><u>September 14, 2009</u> Date</p> <p><i>Review/Revision Completed by: Vice President of Human Resources and Campus safety</i></p> <p><i>Human Resources</i></p>	<p>Policies Superseded by This Policy:</p> <p><i>06-011 (formerly Health Science Campus; previously reviewed and revised 01/12/2005);</i></p> <p><i>V-7-16 (Main Campus; previously reviewed 02/10/1999)</i></p> <p>Initial effective date: September 14, 2009 Review/Revision Date: Next review date: September 14, 2012</p>
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