

MOVING EXPENSE ALLOWANCE

New faculty and staff at Central Michigan University may be authorized, through their appointment letter, a maximum dollar amount for the direct costs of moving their household goods to the CMU work location. Some allowable expenses are: moving van rental, u-haul trailer rental (or some other self-service conveyance), gasoline costs for vehicle, lodging and meal expenses for the employee, and storage costs in the CMU work location area if difficulty is encountered finding housing. Some expenses which are not allowable are: lodging and meal expenses for family members, vehicle repairs or maintenance expenses, and living expenses in the CMU work location area while seeking housing.

If you will be using a moving firm and your moving allowance is sufficient to cover the entire cost of the move, University policy requires you to provide cost quotes from three different firms. The University has agreements with selected national moving firms giving CMU employees preferred rates. These rates are available to you whether or not the University will be paying for the cost of your move. Information about contacting these firms is attached.

There are two separate procedures available for handling expenses incurred in moving your household goods to the Mt. Pleasant area.

- A. The purchase order procedure can be used when a moving firm has been contracted to do the moving and the cost is greater than \$1,000. If this procedure is selected, the firm's name and mailing address must be submitted to the Purchasing Office (WA 301) at least two weeks prior to the intended move. With this information, a purchase order will be prepared and mailed to the firm indicating the University's agreement to pay up to a maximum dollar amount toward your moving expense. Usually, this purchase order is sufficient authorization to allow the firm to transport goods although some firms may not be willing to participate in such a plan. When the move is completed, you should pay directly to the driver any expenses in excess of the stipulated maximum allowance. The moving company will then bill the University directly for the allowable maximum amount or the total dollar amount if less than the maximum authorized. Contact Judy Lannen at (989) 774-3048 for questions regarding arrangements for direct payments to moving company. Although the payment is made directly to the moving company, the employee (not the university) remains responsible for negotiating and contracting with the moving company. In the event a dispute arises between the moving company and the employee, responsibility for resolving the matter rests with the employee.
- B. The reimbursement procedure can be used either when a moving firm is contracted or when you move yourself. With this procedure, you pay all expenses connected with the move to the CMU work location. After the move is completed, you need to submit an employee reimbursement voucher detailing expenses with all itemized original receipts* to your supervisor. A copy of your contract letter must accompany the voucher. The reimbursed amount is directly deposited in the employee's bank account; therefore, the employee must complete the direct deposit form for employee reimbursements. Both the direct deposit and the employee reimbursement voucher can be found at <http://www.controller.cmich.edu/downloads/forms.htm>. The University will not pay amounts in excess of the maximum stipulated in the appointment letter.

**Original itemized receipts are required for charges for lodging, tolls, and parking (excluding metered parking which must be indicated on the travel report). Receipts are not necessary for meal expenses although reimbursement will be limited to the maximum allowable per diem amount. Mileage is reimbursed for one-way trip only at the standard rate in effect at the University. Reimbursed mileage in excess of the IRS Publication 521 standard rate per mile will be taxed. For more information about taxable moving expenses, please see Publication 521 at www.irs.gov or call Payroll/Travel at (989) 774-3523. Any taxable moving expense will be included in the employee's taxable income and taxed on the first pay following the reimbursement of the moving expenses.*



Allied offers local, interstate and international relocation services for household goods, laboratories, libraries, furniture and equipment. Savings from this contract can be extended to faculty, staff, alumni, retirees and students. For additional information, call 800-494-2536. Be sure to identify yourself as an E&I member.

Services

Relocation Services

Member Pricing

Interstate Household Goods

Discounts ranging from 35% to upwards of 50% off current tariffs used by all major movers.

Interstate Special Products

Electronics, unusual commodities, exhibits and displays - Discounts ranging from 34% to 63% off current tariffs.

On Campus, Local and Intrastate

Regional agreements available in most areas. Rates based on local regulations.

Free Replacement Transportation Liability up to \$75,000

Peak Season Rates WAIVED

Service Enhancements including:

- 1 Day Guaranteed Pick-up
- 2 Day Guaranteed Delivery (5000-7999 lbs.)
- 1 Day Guaranteed Delivery (8000 lbs +)

Full Move Management

Relocation Policy Consultation

Expert Assistance on Office and Laboratory Relocations

Order Placement

Purchase order or authorization direct to designated Allied agents.

Contact Allied Van Lines Customer Resource Center at 1-800-GO-TO-AVL to locate your nearest qualified Allied Agent.

Contract Number

Transportation and Freight #3



Graebel offers relocation services for household goods (domestic and international), on-campus moves, laboratory/research equipment moves, office moves, warehousing and distribution. Savings from this contract can be extended to faculty, staff, students, retirees and alumni. Contact Graebel at the numbers listed below. Be sure to identify yourself as an E&I member.

Services Relocation Services

Member Pricing Contact Graebel Van Lines directly for inquiries and quotations at 800-373-6401. Ask for Tammy Rusch or Pete Larsen. Fax 847-808-8450.

Save over 50% on interstate shipments based on major movers current tariffs by using Graebel Value Pricing System R II.

Major Member Benefits

Corporate Move Management
Service Enhancements
Instant Budget/Audit

Quality Service Guarantees
Time Savings
Cost Savings

Order Placement Orders should be directed to Tammy Rusch or Pete Larsen at 800-373-6401, by fax at 847-808-8450, or by email: trusch@graebelamerican.com

Contract Number Transportation and Freight #9

Notes Unless prearranged with Graebel, payment is C.O.D. for individuals paying their own relocation expenses. Credit cards are accepted.