Guidelines for Moving Expenses – Florida Atlantic University – 07/07/17

Moving expenses are limited to the cost of packing, transporting, and unloading of primary residence household goods or mobile home (if primary residence) and expenses for moving an automobile. “Household goods” are defined as personal effects and property. Permissible relocation expenses, expenditure limits, and allowances are detailed in the University Moving Guide at: http://www.fau.edu/purchasing/moving_expenses/

A few highlights of the guidelines are as follows:

1. Expenses are limited to 15,000 pounds net weight, including vehicle (if applicable)
2. Unpacking is not an approved moving expense
3. Movers are not to be scheduled in advance of purchase order approval. The employee and/or department can schedule the move after the purchase order is issued.
4. Details for purchasing requisition: A) place of origin, date of anticipated move, address, telephone numbers, and the name of the person to be contacted for the move. B) Attach the estimate to the requisition. C) Attach the request to Pay Moving Expenses Form. D) Requisition shall only be for the amount authorized on the form.
5. The new principal place of work is at least 50 miles from the former residence

The university will only directly reimburse the below contract suppliers for moving services.

Please contact a bolded vendor below and they will locate an associated company in your area!

When you use one of these vendors, you should not have to make a deposit or supply a Credit Card Number! A list of contracted moving suppliers are as follows:

- **A Turner Moving & Storage**/ North American Van Lines
  1001 NW 53rd Ave
  Gainesville FL, 32609
  Contact: Tammy Turner (800-231-0406)
  Email: tturner@a-turnermoving.com
  Phone: 352-372-0406
  Fax: 352-372-1474
The employee may select one of the contracted suppliers for a quote. Multiple quotes are not required. Employee sends the quotes to the hiring manager. It is the responsibility of the hiring manager to generate the requisition, ensure appropriate authorized approvals are received and forwarded to Procurement for issuance or a purchase order in Workday. A purchase order will be issued based upon receipt off approved requisition and sent to the selected carrier. New employees are not authorized to place orders directly with moving supplies. The department, however, after receiving the purchase order from Purchasing may contact the carrier & provide the purchase order number.

**Self-move Guidelines**

When new faculty/staff are moving their own households goods via U-Haul, PODS, or some other self-moving truck rental company.
1. The university does not have a contract with any truck rental companies.
2. The move will be paid for by the staff member and reimbursement will come after the approved receipts are received in the department.
3. Approved moving expenses include truck and equipment rental necessary to complete the move, boxes, tape, packing materials, fuels, and tolls (if applicable). This can also include parking services.
4. Only the required insurance is reimbursable.
5. Unpacking services are not an approved reimbursable expenses.
6. Prior to the move, the department must complete the Request to Pay for Moving Expenses Form and have all proper signatures.
7. After the move, the department should verify the receipts submitted to ensure they pertain only to the moving household goods, no charges for insurance, or any other non-approved expenses.
8. An “Expense Reimbursement/Report” should be completed in Workday

**Lab Moves**

Lab Moves are not considered part of an Employees moving expense. The move of an employee’s laboratory is allowable if approved by an authorized person. A list of equipment shall be provided for Property Tagging, as this equipment will become property of the University.

Authorized movers for Lab Equipment are:

**TheCryoGuys Bioscience Transportation & Storage**

7467 Hwy 67 East  
Cookville, TX 75558  
Contact: Mike Tomasek  
Email: mike.tomasek@thecryoguys.com  
Phone: 888-279-6489  
Fax: 903-572-7150

**Pacific Biostorage / Scientific Transport**

22841 Lockness Ave.  
Torrance, CA 90501  
Contact: Dan Wassung  
Email: dwassung@pbmmi.com  
Fax: 310-517-8617
**Additional Sources of Information:**


If you have any further questions, please contact: Shanna Longa in Purchasing, at slonga@fau.edu or 954-236-1093

**Employee Move – Expense Reimbursements**

**PLEASE NOTE: THERE IS NO SPEND AUTHORIZATION REQUIRED FOR EMPLOYEE MOVES**

The following are notes for processing employee moves on Workday:

1. The Business Purpose should be: MOVING
2. The Expense Items: Employee Moving Expense – Qualified except for mileage, which is on two separate line items. See notes below

*Please list each specific expense on a separate line with the description in the memo field. All receipts must match each line item. If you have multiple receipts, please save them under their applicable vendor name*

- Hotels – one (1) night of lodging for each five hundred (500) miles between residences.
- Tolls
- Shipping materials
- Airfare-International Travel
- Car Rental
- Gas – Car Rental Fuel
- Moving Truck – If self-move; Ryder, U-Haul, PODS, etc.
- Gas Receipts are allowable if it is for the moving truck
- Food – Is not a reimbursable expense
- Mileage
  - If employee drives a personal vehicle, mileage is reimbursable, not gas.
  - Mileage must be listed as Employee Move – Qualified and Non-Qualified. This information is listed on the main FAU website under Purchasing-Moving Expenses – General Information
  - FAU reimburses at 0.445/mile
  - **Effective January 1, 2017**: Qualified IRS rate is 0.17/mile, which is not taxable  
    - Ex: (100 miles)x(0.17) = $17.00
  - **Effective January 1, 2017**: Non-Qualified IRS rate is 0.275/mile, which is taxable  
    - Ex: (100 miles)x(0.275) = $27.50
o **Effective January 1, 2018**: Qualified IRS rate is 0.18/mile, which is not taxable
  - Ex: (100 miles) x (0.18) = $18.00

o **Effective January 1, 2018**: Non-Qualified IRS rate is 0.265/mile, which is taxable
  - Ex: (100 miles) x (0.265) = $26.50

o The total combined for 100 miles is (100 miles) x (0.445) = $45.50

- Please include a Google map or MapQuest indicating the mileage from the former residence to the new location.

3. Enter the actual Trip Start date
   a. Ex: 05/01/2017 – 2017 May 01

4. Enter the actual Trip end date:
   a. Ex: 05/03/2017 – 2017 May 03

5. Expense treatments: Purchases – other (including equipment under $5,000)

Request for Authority to Pay Moving Expense must be downloaded, completed with applicable signatures, and uploaded with Expense Reimbursement.

If there is a Purchase Order for the Household Move, please list the Purchase order # and the amount for the Contract Mover.

Enter the amount for Self-move or Employee and Other Expenses