

## Financial Policy & Procedures – Moving Manual

### For Most Current Info Go To Website At:

<http://www.colostate.edu/Depts/BusFin/FPI/FPI%20-%20D%20Group/fpi%20D-4%20mov.pdf>

**OR** this is located under main CSU website [www.colostate.edu](http://www.colostate.edu) – click on “B”, then click on “Business and Financial Services”, then left hand side click on “Travel”, and under Guides and Manuals click on “Moving Manual (FPI D-4)”

### I. Moving Expenses

- A. Purpose of moving allowance:** The moving allowance provided by Colorado State University addresses business interests of the University and personal interests of the prospective employee. The public interest is served when the allowance is reasonable and necessary to attract candidates in competitive national searches. The candidates’ personal interest is served when the allowance is predictable and the amount is not an obstacle to making an informed decision to accept the position.
- B. Application:** This policy applies to all offers made to prospective Academic Faculty and Administrative Professionals, when the offer letter includes a provision for a moving allowance. Offers made to State Classified employees are covered in Chapter 2-9 of the State Fiscal Rules.
- C. Policy:** The moving allowance must be a pre-determined, fixed amount, and must be outlined in the candidate’s offer letter, providing approvals have been obtained and funding is identified. There is a specific form and content for adherence to this policy, and the permitted moving expenses are determined by this policy. For all moving reimbursements, the University will comply with IRS tax reporting requirements.

### II. Approvals

- A. Up to and including \$7,500** – approved by the department head and stated in the offer letter.
- B. Over \$7,501** – approved by the respective vice president and the Vice President for Administrative Services.
- C.** An additional \$2,000 may be allowed for the movement of a professional laboratory – approved by the department head, and stated in the offer letter.

**The maximum dollar limit for gross reimbursements will be the amount stated in the employee’s offer letter. The gross reimbursements include:**

- 1) expenses reimbursed to the employee
- 2) expenses paid directly to vendors
- 3) the value of in-kind services or University assets used by the employee, for example, use of hotel accommodations acquired by the University in an exchange transaction or use of a University dorm room

**For Example:** John Doe has a \$7,500 moving allowance limit, and Allied Van Lines charged \$5,500 to move his household goods. He submits an AFE for \$3,000 for moving expenses and uses \$200 of in-kind services. John Doe will receive reimbursement for \$1,800 ( $\$7,500 - \$5,500 = \$2,000 - \$200 = \$1,800$ ), and will be out-of-pocket the remaining \$1,200.

### III. Tax Reporting

Certain payments are subject to IRS reporting and/or withholding, because they are a taxable benefit to the employee. All reimbursements to individuals must be submitted on an Authorization for Expenditure (AFE) and receipts must be included. Failure to include a receipt will result in a delay in processing. This document is **reviewed** by the travel department but is then **processed** by the payroll department, and the payments are made along with the employee's wages. This allows for accurate reporting and withholding on taxable transactions. The deadline for submitting documents to payroll is the 10<sup>th</sup> of each month, to be included in that month's paycheck. Travel must receive documents at least one week prior to the 10<sup>th</sup> in order to make the deadline imposed by payroll. Payments to vendors (for example, commercial van lines) are made directly to the vendor, via an AFE, by Travel.

#### **Non-taxable, but reportable expenses:**

- √ Transportation of household goods and personal effects
- √ Packing and related materials
- √ Loading and unloading
- √ Travel and lodging expenses during the move (except for meals)
- √ Mileage at \$.24 per mile

#### **Taxable expenses:**

- √ Meals for travel (moving, house-hunting, or while in temporary lodging)
- √ Travel and lodging for house-hunting, including use of University assets or services
- √ Temporary lodging
- √ Storage and any miscellaneous payments
- √ Mileage exceeding \$.24 per mile. (CSU reimburses \$.50 per mile, according to Colorado State Fiscal Rules)
- √ ALL relocation expenses for short-distance moves (less than 50 miles)  
MAY be taxable, consult a tax professional for the IRS regulations that may be applicable.

### IV. Contracting for Moving Services

#### **A. Commercial Moves**

At least two responsible bids (complete bids) should be obtained prior to selecting a commercial mover. Payment is allowed within the \$7,500 household, \$2,000 laboratory limits, unless additional amounts have been previously approved. These invoices can include packing, insurance, transportation, storage (not to exceed 30 days), unpacking, and installation and hookup of existing utilities (not including wiring, plumbing or vents). A list of vendors with whom contracts exist is available at:

<http://www.purchasing.colostate.edu/pages/faculty.asp>

#### **B. Employee Self Moves**

An employee may choose to provide moving services on his or her own. Payment is allowed for rental trucks and trailers, as long as the total moving allowance is not exceeded.

### **C. Moving Alternatives**

There are alternatives available that are hybrids of commercial moves, but the person who is moving actually does some of the work. There are commercial companies that will provide a trailer, which the employee would load, then the company drives the trailer to the new home, and the employee unloads it. The trucking company allows enough time both for the loading and unloading of the trailer. This can save the expenses related to packing and loading, but prevents the employee from having to drive a truck or trailer. Payment is allowed for this type of move, as long as the total moving allowance is not exceeded.

*A warning about self-moves and moving alternatives:* When an individual is responsible for their own move, including packing and loading, content insurance may not be available, and most homeowner's policies will not provide coverage. Contact your insurance agent for additional information.

## **V. Form and Content**

**A. Payment Disclosures:** The prospective employee must be notified in writing, with the signed acknowledgement attached to requests for payment that:

- i. Payments cannot be allowed prior to the official start date in his/her permanent assignment.
- ii. If termination occurs within 12 months of the starting date, or one fall and one spring semester for a nine-month appointment, for reasons within the employee's control, the University must be refunded in full for all previously paid moving expenses, including trade-outs.

a. **Permitted moving expenses include:**

- i. Mileage is allowed for driving up to two automobiles from the former residence to the new residence. Mileage will be reimbursed at the State of Colorado approved rate.
- ii. House-hunting trips – expenses for two trips may be reimbursed, including transportation, meals, and lodging for the employee and spouse only, not to exceed two weeks in total. Air transportation is not to exceed coach airfare. Coach airfare by the most direct route for the family (employee, spouse, and any unmarried, dependent children) IS ALLOWED FOR THE ACTUAL MOVE.
- iii. Lodging and meals, while en-route, and up to one week after arrival.

Note: All expenses must be reimbursed to the individual or paid directly to a vendor. Advances and/or prepayment are not permitted.

b. **Moving expenses do not include:**

- i. First class airfare
- ii. Personal side trips while en-route
- iii. Income tax consequences
- iv. Any costs related to buying, selling, or renting a home

## Contract Moving Companies (As of April 3, 2009)

Go to <http://www.purchasing.colostate.edu/pages/faculty.asp> for most up-to-date information

### Allied

Interstate Moving, Cheyenne, WY  
(800) 445-3722  
Georgia Bierly  
[interstatemoving@msn.com](mailto:interstatemoving@msn.com)

### Armstrong Moving and Storage

(970) 484-0700  
(800) 945-9013  
Sara Anderson  
[sanderson@armstrongmoving.com](mailto:sanderson@armstrongmoving.com)

### Arpin Van Lines

TLC Moving and Storage  
Deborah Senior  
877-852-8523  
303-776-8529  
[deborahhsnr@yahoo.com](mailto:deborahhsnr@yahoo.com)

### Exodus Moving and Storage

Local, National, and International Moves  
Short and long term storage available  
(800) 549-1488  
(970) 484-1488 office  
Ken Krumrey  
[www.exodusmoving.com](http://www.exodusmoving.com)

### Graebel Van Lines

Graebel/Denver Movers, Inc.  
(800) 373-1970  
Soni Walker  
[swalker@graebel.com](mailto:swalker@graebel.com)  
[www.graebel.com](http://www.graebel.com)

### Joyce Van Lines, Inc.

(303) 449-2222  
(800) 210-7878  
Bill Adams

### Mayflower

Arrow Moving and Storage  
(800) 442-2821 or (970) 223-8911  
Joan Goodwin, Move Coordinator  
[jgoodwin@arrowmoving.net](mailto:jgoodwin@arrowmoving.net)

Ed Sauer, Northern Colorado Representative  
970-233-8911 office 970-217-1354 cell  
[esridin@msn.com](mailto:esridin@msn.com)

### North American

Great Plains Moving and Storage  
(800) 888-7311  
(303) 333-8212  
Darlene Snell  
[snell@greatplainsmoving.com](mailto:snell@greatplainsmoving.com)

### Wheaton World Wide Moving

(317) 576-7206  
Dave Belford  
[Dave\\_belford\\_0222@wvlcorp.com](mailto:Dave_belford_0222@wvlcorp.com)  
[www.wheatonworldwide.com](http://www.wheatonworldwide.com)