

## **Policy 701.3 – Moving Expenses**

Date Adopted: 6/7/09

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References:

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### **I. POLICY**

Moving expenses for new employees may be reimbursed or paid by the University from funds in the department that the new employee is to be employed with prior approval of the Vice Chancellor for Administration & Finance/Student Affairs.

### **II. PURPOSE**

The purpose of this policy is to provide guidelines for reimbursement for moving expenses to new employees if approved by the Vice Chancellor for Administration & Finance/Student Affairs.

### **III. PROCEDURES**

There are two methods of procuring and paying for moving expenses.

#### **1. Direct Procurement and Payment by UMW**

A requisition must be submitted to the Purchasing Officer in Business Services with an appropriate Executive Officer's approval, and the contract will be competitively bid to moving companies. A University Purchase Order is issued and payment is made from departmental funds directly to the moving company. The Director of Business Services coordinates the move with the new employee and the selected moving company.

#### **2. Authorized Reimbursement of Individual**

The new employee may plan and pay for all related moving expenses. The employee is then reimbursed from departmental funds up to the amount authorized in writing by an Executive Officer. Payment is requested on a Payment Voucher approved by the appropriate Executive Officer. The payment request is forwarded to Accounts Payable and must include applicable original paid receipts to substantiate the reimbursement.

Employee moving expense paid or reimbursed by the University from departmental funds will be taxed and reported according to the Internal Revenue Service Code.

### **IV. AUTHORITY**

### **V. RESPONSIBILITY**

Vice Chancellor for Administration & Finance/Student Affairs, Director of Business Services