

## Guidelines for Moving Expenses

As you are hiring new faculty and staff, please keep in mind that moving expenses are governed by UCF Policy 3-505.1. Below are some helpful hints that may help expedite the process and ensure a smooth relocation for your new faculty and staff!

- Payment of moving expenses is a prerequisite. No formal commitment to expend funds for the payment of moving expense should be made unless prior approval is obtained from the appropriate vice president or vice provost (Faculty Excellence and International Affairs and Global Strategies). **All approvals must be obtained in advance of the move.**
  - ✓ Approvals must be on a fully completed [Request to Pay Moving Expenses Form](#).
- Moving expenses include the cost of packing, shipping, and storage of household goods (personal effect and property) or a mobile home, and reasonable expenses incurred for moving an automobile.
  - ✓ Expenses are limited to 15,000 pounds net weight.
  - ✓ Moves in excess of 15,000 pounds net weight must be approved by the president in advance of the move.
  - ✓ Unpacking is not an approved moving expense.

- **MUST** use UCF contracted movers below (including international moves).

### **A Turner Moving & Storage/North American Van Lines**

1001 NW 53 Ave., Gainesville, FL 32609 Main Line: (352) 372-0406

Contact: Tammy Turner (800) 231-0406 Email: [tturner@a-turnermoving.com](mailto:tturner@a-turnermoving.com)

### **Berger Moving and Storage/Allied Van Lines**

56115 W Clifton St., Tampa, FL 33634 Main Line: (813) 885-6771

Contact: Mary Morse (800) 237-5572 Email: [marymo@bergerallied.com](mailto:marymo@bergerallied.com)

### **Browning Moving & Storage/United Van Lines**

3725 N. Frontage Rd., Lakeland, FL 33810 Main Line: (863) 683-6494

Contact: April Snow (800) 722-6683 x 222 Email: [aprils@browningmoving.com](mailto:aprils@browningmoving.com)

### **Hills Van Service of North Florida/National Van Lines**

3500 NE Waldo Rd., Gainesville, FL 32609 Main Line: (352) 372-4271

Contact: Melody Hibbitts (800) 749-6067 Email: [melody.hibbitts@hillsvan.com](mailto:melody.hibbitts@hillsvan.com)

**Note: Only one (1) vendor needs to be contacted for an estimate.**

- Details for purchasing requisition.
  - ✓ Place of origin, date of anticipated move, address, telephone numbers, and the name of the person to be contacted for the move.
  - ✓ Attach the estimate to the requisition.
  - ✓ Attach the [Request to Pay Moving Expenses Form](#).
  - ✓ Requisition shall only be for the amount authorized on the form.
- Moves **are not** to be scheduled in advance of the purchase order approval. The employee and/or department can schedule the move after the purchase order is issued.

- If the actual cost of the move exceeds what was approved on the purchase order, the department shall initiate a change order to the purchase order.
  - ✓ If the cost of the move exceeds the approved estimated cost by an additional 25% or greater, a revised [Request to Pay Moving Expenses Form](#) must be submitted for approval of the additional cost.
  
- If the expenses are higher than what was agreed to during the hiring process, the employee will be responsible for paying the difference between the amounts authorized and the actual total cost of the move.
  
- **Self-Move Guidelines**

When new faculty/staff are moving their own household goods via U-Haul, Penske, or some other self-moving truck rental company.

  - ✓ The university does not have a contract with any truck rental companies.
  - ✓ The move will be paid for by the staff member and reimbursement will come after the receipts are received in the department.
    - Approved moving expenses include truck and equipment rental necessary to complete the move, boxes, tape, packing materials, fuel and tolls (if applicable). This can also include packing services.
    - Insurance is an approved reimbursable expense.
    - Unpacking services are not an approved reimbursable expense.
  - ✓ Prior to the move, the department must complete the [Request to Pay Moving Expenses Form](#) and have all proper signatures.
  - ✓ After the move, the department should verify the receipts submitted to ensure they pertain only to moving household goods, no charges for insurance, or any other non-approved expenses.
  - ✓ Attach the form to the requisition. Requisition shall only be for the amount authorized on the form.
  
- **For a complete list of approved moving and relocation expenses, please review [Moving Expenses Summary](#).**