

## Welcome to the University of Washington!

As you explore your relocation options, here are a few tips to get you started.

The Washington State Office of Financial Management (OFM) has set guidelines to follow when using state funds to pay for employee's household, office or lab moves. The maximum allotments apply to all types of moves (Interstate, Intrastate, International, State assigned, and Self-moves). Maximum allotments include the costs for a single move of household goods, personal effects, and property used in a dwelling, including normal equipment and supplies used to maintain the dwelling being moved from an old residence to a new station.

### What you should know about Household Moves:

- It is best not to include any non-allowable items listed on this page [Allowable and Non-Allowable items](#) on the Procurement Services website.
- The [Lump Sum Reimbursement](#) is the preferred option for paying for moving expenses.
- Understand the insurance coverage as stated in the [UW Contracts](#) page. If you have a UW NetID, you can search for the name of the supplier on the UW Contracts page. Contact your new UW Department with any questions.



*1University of Washington Seattle Campus at springtime*

### What it includes:

The maximum allotments include:

- a) Maximum weight of 16,000 pounds (including packing material);
- b) Reasonable packing and unpacking charges for up to 16,000 pounds;
- c) One extra stop at origin or destination (within thirty-five (35) miles of origin or destination);
- d) Intrastate storage-in-transit (SIT) for ninety (90) calendar days or less (exceptions may be authorized by the Washington State Office of Financial Management (OFM) prior to the move);
- e) Delivery from storage-in-transit within one-hundred-eighty (180) calendar days from carrier warehouse; and
- f) Insurance coverage up to a maximum of \$75,000.00 for Intrastate and \$100,000.00 for Interstate & International Household goods moves.

- The moving company (*Corporate Moving*) will contact you directly to arrange a time for an estimate;
- The moving company will provide one estimate if the move is under 16,000 lbs. and two estimates if over;
- A United Van Lines or Corporate Moving truck may arrive on the actual move date; and
- You will be financially responsible for any overages in your moving costs. The moving company will invoice you directly for any overages. You have the option to pay at the time of delivery or wait for the invoice to be mailed to you.
- The mover will ask you as the new hire to sign and date documents including:

- **Bill of Lading**

The bill of lading indicates the contractual provisions, all known charges, the preferred arrival date at the new hire's new location, and must indicate the empty (light) weight of the vehicle prior to loading the goods.

- **Inventory Sheet**

The inventory sheet identifies all of the new hire's goods being shipped and the true condition at time of loading. The new hire, or their designate, should be on site the entire time the goods are being packed and loaded. In case of loss or damage, the detailed accuracy of this inventory sheet will be important.

- **Difficult Access Charge Sheet (optional)**

The difficult access charge sheet or "accessorial charge sheet" describes additional costs incurred because the moving truck is prevented from getting near the home, or stairwells, alleys, elevators, or other obstacles that could slow or interfere with the packing and loading of the household items.

### Checklist for your Household Move

- Review the Household and Laboratory Move Page
- Sign and return the completed [Request for Moving Expenses Form](#)
- Work with the supplier to schedule an estimate
- Review and send a copy of the moving company estimate(s) to the hiring department.
- Discuss any overages with the hiring department
- If there are overage charges, you can elect to pay the supplier at delivery or via check or credit card within 45 days of invoice.