

SECTION 8: SPECIAL COMMODITY PROCEDURES

SUBJECT: HOUSEHOLD MOVES Policy 8.1

POLICY:The University of Washington pays moving expenses for new or transferring employees in certain circumstances. Household moves should be completed using the lump sum moving allowance. However, if a lump sum moving allowance is not feasible, a state contracted move or a self-move may be completed.

PROCEDURE:

The lump sum moving allowance is processed by the UW Hiring Official and Payroll Coordinator responsible for the new or transferring employee. The UW Hiring Official completes the Lump Sum Moving Allowance Authorization Form¹ and provides it to the Departmental Payroll Coordinator who authorizes the Lump Sum Payment to the employee. The employee is then responsible for all moving expenses; the lump sum payment is contained in the employee's first paycheck.

For a state-contracted move, the UW department will create a Purchase Order (PO) and complete and sign the Request for Moving Expenses Form (A33) and forward it to UW Procurement Services. The state-contracted moving company(s) will then provide estimates to the new hire/moving employee and coordinate the move. The new hire/moving employee will be responsible for signing the Bill of Lading, Inventory Sheet and Difficult Access Charge Sheet (if applicable). The new hire/moving employee will be responsible for any non-allowable items² and will be required to repay the University for any non-allowable items charge to the University by the moving company.

For a self-move, the new hire/moving employee makes all arrangements and pays all bills and submits the receipts to the hiring department for reimbursement. The hiring department will then submit the payment request to Procurement Services.

Truck Rentals:

<\$8000: no estimates needed;

>\$8000: 3 estimates required, or adequate documentation that 3 estimates could not be obtained. Must use lowest estimate unless there is a valid reason.

Contract with a Moving Company

<\$8000: no estimates needed;

>\$8000: 3 estimates required, or adequate documentation that 3 estimates could not be obtained. Must use lowest estimate unless there is a valid reason.

¹ Available at: <https://f2.washington.edu/fm/ps/moving-expenses/lump-sum-moving-allowance>

² Listed at: <http://f2.washington.edu/fm/ps/moving-expenses/allowable>