

# Understanding Household and Laboratory Moves

### Definition:

There are 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. Maximum weight allotments do not apply to laboratory moves.

### What it includes:

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. (Office/lab no limit; insurance as deemed necessary).

## Before you Begin

- The [Lump Sum Option](#) is still the preferred method for all moves;
- Only the Blanket Purchase Order module in eProcurement can be utilized for moves;
- Please use the state contracted supplier **UNITED VAN LINES** LLC V#219938 when creating your order in eProcurement;
- Excluding Laboratory moves, anything over 16,000 lbs. must be on a discretionary budget;
- Submit the order a minimum of 14 days prior to the actual move date to eliminate expedited move fees;
- The moving company will provide one estimate if the move is under 16,000 lbs. and two estimates if over; and
- Actual moving expenses may differ from the estimate provided by the supplier.

## Departments: What you need to do:

- Review the [Allowable and Non-Allowable Expenses](#)
- Understand the insurance coverage as stated in the [UW Contracts](#) page (search by supplier name) and relay any necessary information to the new hire. The new hire may/may not have a UW NetID which allows them access to view the UW Contracts page on their own.
- Complete a [Request for Moving Expenses Form](#) and have the new employee sign and return.
- Submit a [Blanket Purchase Order \(BPO\) in Ariba](#) when ready and attach the completed and signed [Request for Moving Expenses Form](#) ;
- Review the estimate with the new employee and determine if there will be overages the employee will be responsible for;
- Attach estimate(s) to the BPO once received; and
- Receive the invoice after it has been submitted
- The new hire will be billed by the supplier for any overages in moving costs not covered by the purchase order.

## New Hire: What you need to know:

- The [Lump Sum Reimbursement](#) is the preferred option for moving expenses;
- Review the Allowable and Non-Allowable Expenses; Understand the insurance coverage as stated in the [UW Contracts](#) page by searching for the name of the supplier. Contact your new UW Department with any questions.
- 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.

## New Hire: What you need to do:

- Sign and return the completed [Request for Moving Expenses Form](#) so that the moving company can contact you for an estimate
- Work with the supplier to schedule an estimate
- Review and send the estimate back to your hiring department
- Discuss any overages to clarify financial responsibility with the hiring department
- The mover will ask 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.

## How to Create a Household Move BPO

[Click here](#) for a downloadable PDF step-by-step guide on **How to Create a Household Move BPO**.

## Checklist

[Click here](#) for downloadable PDF of the following checklist.

Checklist for the Hiring Department	Checklist for the New Hire
<p><b>First, determine if the <u>Lump Sum Option</u> can work for the new hire.</b> If it is not possible, then continue below:</p> <p>Determine moving allowance</p> <p>Complete the <u>Request for Moving Expenses Form</u></p> <p>Send <u>Request for Moving Expenses Form</u> to new hire for signature</p> <p>Create the BPO and attach completed <u>Request for Moving Expenses Form</u></p>	<p>Review the Household and Laboratory Move document</p> <p>Sign and return the completed <u>Request for Moving Expenses Form</u></p> <p>Work with the supplier to schedule an estimate</p> <p>Send a copy of the moving company estimate(s) to the hiring department.</p> <p>Discuss any overages with the hiring department</p>

<p>Discuss overages with the new hire</p> <p>Update the BPO (if necessary) and attach the moving company estimate</p> <p>Once the invoice is submitted in Ariba, department must receive to release funds for payment.</p>	<p>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.</p>
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## Reimbursements

The Lump Sum Option is still the **preferred method for all move-related reimbursements**.

- For all move-related reimbursements, please see the [Ariba page](#).
- Review the Allowable and Non-Allowable Expenses
- Ariba must use Object Code 04-48.