

Division Moving Expenses Policy

Arkansas Code 19-4-522 (e) allows the payment of employee moving expenses from state funds by institutions of higher education. Within the fiscal limitations of the departmental units or stations of the University of Arkansas System Division of Agriculture, a director or department head may pay up to 10% of the annual salary in moving expenses for eligible employees. The terms of agreement for payment of moving expenses should be included in the letter of appointment. The payment or reimbursement of moving expenses is subject to federal income tax.

Eligibility

The following qualify for moving expense reimbursement at the discretion of the unit head or applicable Senior Associate Vice President for Agriculture:

- Newly hired faculty or professional staff;
- Employees transferring to a new location with a salary increase or laterally without a salary increase;
- Employees who are asked to relocate for programmatic, budgetary, or personnel reasons may submit written requests for moving expenses to the Senior Associate Vice President. Requests for relocating employees will be judged individually on merit.

The following are not eligible for moving expense reimbursement:

- Employees who initiate a personal request and are awarded a lateral transfer to another location.

Procedure

Scheduling the move, and the actual move, should be done as soon as possible upon acceptance of employment, but no later than one year from start of employment. The terms of agreement for payment of moving expenses must be outlined in the letter of appointment. When agreement has been made, the Division's obligation applies to the movement of a "household" to accommodate immediate family members, and will be carried out as follows:

- Allowable Expenses: Up to 10% of salary can be authorized for moving the appointed employee and their immediate family, to include the following types of expenses (upon department approval):
 - Moving household goods and personal effects (moveable personal property).
 - Storage fees (in-transit or foreign-move).
 - Lodging to accommodate immediate family members (in-route, and including one (1) nights lodging upon arrival at destination).
 - Personal Transportation (e.g. fuel OR standard mileage rate, toll charges, parking, etc.)
 - Vehicle or trailer rental.
 - Shipping of personal vehicle.
 - Airfare.
 - House hunting.

- Non-Allowable Expenses:
 - Meals/Snacks/Beverages in-route during the actual move or during house hunting.
 - Subsequent nights lodging after arrival at destination.
 - Return trips or subsequent trips to former residence.
 - Expenses of buying and selling a home.
 - Temporary living expenses.
 - Charges made by relatives or friends of the employee for assisting with the move.
 - Expenses for plumbers, electricians, or other similar service providers.
 - Expenses for moving outside storage buildings.
 - Expenses for removal or installation of TV antenna, cable, satellite dish, etc.
 - Charges for insurance beyond that provided by the mover (generally, a nominal amount included in the total charge by the company and does not appear as a separate item on the bill). Additional coverage appearing separately on the bill must be paid by the employee.
 - Reimbursement for any moving expenses until the individual is on payroll in employee status.
 - Amounts that exceed the allowance as stated in the letter of appointment, and/or exceed 10% of employee salary, are the individual's responsibility to cover.

E&I relocation contracts are available with several moving companies, which are recommended and preferred, but not mandatory. If a contracted moving company is not used, but the estimate for moving services is under \$10,000 without tax, you may proceed. However, if the initial estimate for moving services is over \$10,000, three written moving estimates (including an estimate from a contracted provider) must be secured and justification provided if the firm with the lowest estimate is not selected. On-line estimates will not be accepted.

NOTE: The department should enter a requisition directly to the contracted moving company, when possible instead of a personal reimbursement. Receipts are required for all reimbursements.

If a rental truck or trailer is used, the total expense of the rental and gasoline must not exceed the amount quoted by the contracted moving company.

For information on moving vendors or other questions, please contact purchasing@uada.edu.