

Florida A & M University
Office of Human Resources

HR OPERATING POLICY-PROCEDURE
Procedure No. HR-2004

Subject: Moving Expenses	
Authority: 1001.74 Florida Statutes	Effective Adopted Date: 09/01/2006
Revision(s)	3/2017
Related References	
Purpose	To provide internal procedures for the approval of moving expenses, and to prohibit reimbursement of moving expenses.

1.0 General Information

Florida A&M University (FAMU) is authorized upon the approval of the president, provost or appropriate vice president to provide payment for the cost of moving expenses up to 15,000 pounds, pursuant to the provisions of FAMU - Office of Human Resources Internal Operating Procedure HR_2004. The expenses may include the cost of packing, transporting, delivering and unloading of household goods or a mobile home and the reasonable expenses for moving an automobile. The University will not authorize payment for the unpacking of household goods and valuation charges of household goods that exceed the amount provided in the contract with the vendors.

2.0 Definitions

- A. Household goods – A current or prospective employee’s personal effects and property
- B. Mobile home – Any vehicle that is used as a home by a prospective or current employee
- C. Moving expenses – see General Information - 1.0. (A)

3.0 Responsibilities

4.0 Procedures - Payment For Moving Expenses

- A. Prior Approval Required.
 - i. The payment of moving expenses for a prospective employee shall not be processed without the prior written authorization from the president, provost or appropriate

vice president or without the expressed written acceptance of the employment offer made to the prospective employee.

- ii. The appropriate management approvals must appear on the “Request to Pay Moving Expense” form. The payment of employee moving expenses is a perquisite and requires the approval, in advance, of the President/Designee of the University.
- B. Payment for moving expenses shall ordinarily be limited to University Vice-Presidents, Assistant Vice-Presidents, Deans, and Associate Vice-Presidents, or except as authorized by the President/Designee in the best interest of the State of Florida due to the exceptional or unique requirements of the positions, and such payments are further subject to the availability of funds as determined by the President.
- C. Payment for moving expenses will ordinarily include moving of household goods by common carrier.
- D. Procedures for the Employee and Department
- i. The State University System (SUS) has a contract with local and national moving vendors. An approved vendor from the SUS contract must be used for each move request. Listed below are the current State contracted moving vendors that provide the University with a major discount between 60% - 70% of the moving expense charges.
 - A&A Transfer & Storage Inc. - Mayflower Transit
 - A Turner Moving & Storage - North American Van Lines
 - Browning Moving & Storage - United Van Lines
 - Community Moving and Storage Mayflower
 - Hills Van Service of North Florida - National Van Lines
 - ii. The employee must only select one of the state contracted vendors to arrange an estimate for the relocation process. Upon the selection of the vendor, the Office of Human Resources will serve as the liaison between the employee and the moving vendor. The Office of Human Resources will initiate contact with the vendor and provide detailed information concerning the move, such as the name of the employee and/or contact person, telephone numbers, former address, new address, and the anticipated relocated date.
 - iii. The employee/contact person will receive a phone call and/or an e-mail (based on preference) from the selected vendor to arrange a site survey. The purpose of the site survey is to assess the volume of household goods that will be relocated from the former residence to the new residence. The information obtained from the site survey will be converted into an estimate by the vendor and provided to the Office

of Human Resources to secure payment for relocation cost up to a total of 15,000 pounds.

- iv. The moving estimate shall be forwarded by the Office of Human Resources to the respective department for the purpose of processing a requisition to secure a purchase order for the relocation expenses.
 - v. The respective department may agree to pay the entire amount of the move up to 15,000 pounds or a fixed amount, with the employee paying the remaining balance. If the department agrees to pay a fixed amount, the purchase order will be issued for the authorized fixed amount determined by the department. The employee will be responsible for paying the difference between the amount authorized by the department and the actual total cost of the move.
 - vi. The selected vendor will authorize the anticipated relocation date for the employee following the receipt of the purchase order.
- E. Moving expense payments shall be handled through the Office of Human Resources, and shall be subject to the review and to the approval of the Human Resource Administrator/Designee.
- F. All contact with authorized moving companies shall be by the Office of Human Resources. There shall be no direct contact with movers by any other person, department, or division of the University.
- G. Expenditures properly charged to employee moving expenses may include the cost of packing, shipping, and storage of household goods not to exceed 15,000 pounds, and reasonable expenses incurred for moving an automobile. The University will not authorize payment for unpacking of household goods for any employee, and valuation charges of household goods that exceed the amount provided in the contract.
- H. Payments for moving expenses shall be processed using the “Request for Approval to Pay Moving Expenses” form. The form is attached at Appendix 1.
- I. Reimbursements for moving expenses are expressly prohibited, and no such requests will be honored by the University.
- J. Relocation Services:

In addition to the Moving Expenses Program, the University can also provide the services of All Relocation Services to assist with those services provided outside of the Moving Expense guidelines, i.e., connecting the new employee with local realtors, helping to locate temporary housing (short of paying for the cost of temporary housing), information regarding schools, etc.

4.1 Appendixes

- A. 1. “Request for Approval to Pay Moving Expenses.”

