

# MOVING EXPENSE FORM

SOUTHERN ILLINOIS UNIVERSITY  
CARBONDALE, ILLINOIS

1. Name: \_\_\_\_\_ AIS Employee #: \_\_\_\_\_
2. Department: \_\_\_\_\_
3. The University is to pay the moving expenses of ordinary household goods, up to a total cost of the University of \$ \_\_\_\_\_, from account:

Budget Purpose	Dept. Act. 1 (if applicable)	Dept. Act. 2 (if applicable)	Over-Riding Object Code (if applicable)	Fiscal Officer Signature

4. Is the payment to or on behalf of a U.S. Citizen or Permanent Resident?  Yes  No  
If for non-US Citizen/Permanent Resident, then Gross up?  Yes  No  N/A

5. Moving From: \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip)

6. Moving To: \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip)

7. Company Contracted for Move:  
\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip)

8. Scheduled Date of Arrival: \_\_\_\_\_

9. Faculty member desires to: (Please Check One)

- Pay company in full and be reimbursed for University's share of costs.  
- or -  
 Pay company his/her share and have University pay its share directly to moving company.

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Recommended by: \_\_\_\_\_ (Date)  
(Dean or Director)

Approved by: \_\_\_\_\_ (Date)  
(Chancellor or Vice Chancellor)

## **POLICY**

The University may agree to pay all or a portion of reasonable moving expenses for ordinary household goods of new faculty or staff members when such action may be the determining factor in securing the services of highly qualified individuals. Approval of the Chancellor or appropriate Vice Chancellor is required prior to making any commitment for such expenditure. A maximum amount shall be established for such expenditure by the Chancellor or Vice Chancellor at the time of approval; and the University expenditure shall be the actual moving costs or the maximum amount so established, whichever is less.

## **PROCEDURE**

Whenever a supervisor deems it appropriate to pay moving expenses, a request and justification therefore shall be submitted in writing to the Chancellor or Vice Chancellor as applicable, on a form provided for such a purpose by the Procurement Services Office. Arrangements with movers will be the responsibility of the faculty or staff member. However, estimates may be required. Upon presentation of a "paid" mover's invoice, an AP Invoice Distribution Form in the form of reimbursement will be used to process payment of the University's share to the faculty/staff member.

Payment can be only for moving ordinary household goods. Items such as boats, trailers, airplanes, and other items not classified as household goods, must not be included in calculating moving costs. The University does not pay costs of transportation for new faculty members or their families as "moving expenses." The individual faculty member is responsible for contracting for the move. However, the "Moving Expense Form" must be processed or the University can neither reimburse the individual nor pay the moving company. It is a requirement to have the necessary receipts or invoices for evidence of move or payment.

Payment may be made in one of two methods:

1. Faculty/Staff pays Moving Company in full and is reimbursed for the University's share of the costs.

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2. Faculty/Staff pays the Moving Company his/her share; and has the University pay its share directly to the Moving Company.

# INSTRUCTIONS

Complete the form using the following instructions: (Unless noted, all fields are **REQUIRED**.)

The Dean or Director should complete lines 1, 2, 3, and 4, (indicating in item 3 the appropriate fiscal account under his jurisdiction as the source of funds) and forward two (2) copies to the new faculty/staff member.

Line 1: Name & AIS Employee #	Name of the Faculty/Staff Member  AIS Employee Number of the Faculty/Staff Member
Line 2: Department	Name of the Department where Faculty/Staff Member will work
Line 3: \$ Amount & Account(s)	Total amount to be paid by the University  Account Number(s) to be charged

Account Information:

Budget Purpose	Budget Purpose value to fund the payment
Dept Act 1	If applicable, the Departmental Activity 1 code to be used in cost accounting the expense
Dept Act 2	If applicable, the Departmental Activity 2 code to be used in cost accounting the expense
Over-Riding Object	If applicable, enter this code; this code is only for those Units/Departments who currently use special Major/Minor codes such as Student Center, University Housing, and Student Recreation Center.
Fiscal Officer Signature	Signature/approval of the account's Fiscal Officer

**\*\*Three (3) lines are provided for instances where multiple accounts are to be used. Fill out all Account Information fields for each account to be used.**

Line 4: Payment to or on behalf of a US Citizen or Perm. Resident? & If for non-US Citizen/ Perm. Resident, then gross up?	Enter Yes or No.    Enter Yes, No, or Not Applicable.
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For further information on reimbursing non-US citizens or permanent residents, please refer to the University's Policy and Procedures manual, section entitled "Payments Made to Non-Resident Aliens". If you do not have access to this manual or have additional questions after referring to this manual, call the Office of the Comptroller, 782-2764.

The individual must complete lines 5 through 9, retain one copy, and return one copy to his/her Dean or Director.

Line 5: Moving From	Address from where the Faculty/Staff member is moving.
Line 6: Moving To	Address of Destination
Line 7: Company Contacted	Name and Address of the Moving Company that was contracted for the move.
Line 8: Scheduled Arrival Date	Scheduled Date of Arrival or Move
Line 9: Payment Method	Method of payment desired. (Check one)

Signatures Required:

Dean or Director: The Dean or Director should indicate his/her approval by signing and dating the form. The Moving Expense Form should then be forwarded to the Office of the Chancellor.

Chancellor or Vice Chancellor: The Chancellor or Vice Chancellor should indicate his/her approval by signing and dating the form. The approved Moving Expense Form should be returned to the initiating Department.

Distribution of the approved Moving Expense Form:

The original, approved Moving Expense Form should be forwarded to the Procurement Services, Mail Code 6813.

The originating Department should retain one (1) copy of the approved Moving Expense Form.

At such time as the move has been made, the individual must forward a receipt or invoice to the Procurement Services Office. (If the invoice or receipt indicates that the full amount already has been paid, the individual will be reimbursed. If the invoice or receipt indicates an unpaid balance, the University will pay directly to the moving company that portion which has been indicated as the University's share.)

Individuals desiring to move by any means other than commercial movers must present an estimate by a commercial mover along with the necessary receipts covering the move as made.