



MOVING EXPENSE ALLOWANCE

New faculty and staff at Central Michigan University may be authorized, through their appointment letter, a maximum dollar amount for the direct costs of moving their household goods to the CMU work location. Some allowable expenses are: moving van rental, u-haul trailer rental (or some other self-service conveyance), gasoline costs for vehicle, lodging and meal expenses for the employee, one-way transportation by plane, boat or car, and storage costs in the CMU work location area if difficulty is encountered finding housing. More information about allowable moving expenses can be found at: <https://www.cmich.edu/fas/fsr/cps/Purchasing/Pages/movinginformation.aspx>. Some expenses which are not allowable are: lodging and meal expenses for family members, vehicle repairs or maintenance expenses, and living expenses in the CMU work location area while seeking housing.

If you will be using a moving firm and your moving allowance is sufficient to cover the entire cost of the move, University policy encourages you to seek bids from several different moving companies. The University has agreements with selected national moving firms giving CMU employees preferred rates. These rates are available to you whether or not the University will be paying for the cost of your move. Information about contacting these firms can be found at: <https://www.cmich.edu/fas/fsr/cps/Purchasing/Pages/movinginformation.aspx>.

There are two separate procedures available for handling expenses incurred in moving your household goods to the Mt. Pleasant area.

- 1. The purchase order procedure** can be used when a moving firm has been contracted to assist in the move. If this procedure is selected, the prospective employee should work with the hiring department to submit the firm's name and mailing address to the Purchasing department (Warriner 301) at least two weeks prior to the intended move. With this information, a purchase order will be prepared and mailed to the firm indicating the University's agreement to pay up to a maximum dollar amount toward moving expenses. Usually, this purchase order is sufficient authorization to allow the firm to transport goods, although some firms may not be willing to participate in such a plan.

When the move is complete, the employee pays the driver directly for any expenses in excess of the stipulated maximum allowance. The moving company will then bill the University directly for the allowable maximum amount or the total dollar amount if less than the maximum authorized. Questions regarding direct payments with the moving company may be directed to the Purchasing department (989) 774-3929. Although the payment is made directly to the moving company, the employee (not the university) remains responsible for negotiating and contracting with the moving company. In the event a dispute arises between the moving company and the employee, responsibility for resolving the matter rests with the employee.

- 2. The reimbursement procedure** can be used either when a moving firm is contracted or the employee moves herself/himself. With this procedure, the employee pays all expenses connected with the move to the CMU work location. After the move is completed, the employee needs to submit an employee reimbursement voucher detailing expenses with all itemized original receipts* to her/his supervisor. The employee's supervisor must approve and forward to the Payroll & Travel Services Office (Warriner 204).

The reimbursed amount is directly deposited into the employee's bank account; therefore, the employee must complete the direct deposit form for employee reimbursements. Both the direct deposit and the employee reimbursement voucher can be found at <https://www.cmich.edu/fas/fsr/OAC/Travel-Business-Expenses/Pages/Forms-Travel.aspx>. The University will not pay amounts in excess of the maximum allowance stipulated in the appointment letter.

* Original itemized receipts are required for charges for lodging, tolls, and parking (excluding metered parking which must be indicated on the travel report). Receipts are not necessary for meal expenses, although reimbursement will be limited to the maximum allowable per diem amount. Mileage is reimbursed for one-way trip only at the standard rate in effect at the University. Reimbursed mileage in excess of the IRS Publication 521 standard rate per mile will be taxed. Any taxable moving expenses will be included in the employee's taxable income and taxed (this includes Federal, State and FICA tax) on the first pay following the reimbursement of the moving expenses.