

UNIVERSITY OF PITTSBURGH PROCEDURE 05-07-02

CATEGORY: FINANCIAL AFFAIRS
SECTION: Business Expenses
SUBJECT: Moving Expenses--Household Goods
EFFECTIVE DATE: November 18, 2010 Revised
PAGE(S): 3

I. PURPOSE

To provide the University procedures for the arrangement and purchase of household goods relocation services.

II. SCOPE

This procedure is applicable for household goods and personal moving expenses when University funds including unrestricted, restricted, endowment, student loan, and plant funds are to be expended for the relocation of full-time faculty, librarians, and administrative and professional staff who are newly hired by the University or are being transferred to a new University location.

III. PROCEDURE

Requesting Moving Services

Department Administrator

1. If needed prior to offering moving service benefits, Administrator may contact the Department of Parking, Transportation and Services to obtain a preliminary cost estimate.

Department of Parking,
Transportation and Services

2. If requested, provide preliminary cost estimate based upon information obtained from Department Administrator. The preliminary estimate will not be binding and is for departmental information only.

Department Administrator

3. Obtain written authorization, in accordance with Policy 05-07-02, Moving Expenses--Household Goods, prior to extending moving service benefits.
4. Contact the Department of Parking, Transportation and Services, (412) 624-4433, (E-mail: travel@pitt.edu) who will coordinate moving services. Be prepared to supply the following information:
 - a. The relocating employee's name, telephone number, and the city from which the move is to originate.
 - b. The University account number to which the moving costs are to be charged; and dollar limitation set by the department paying for the move, if any.

Department of Parking,
Transportation and Services

5. Assign the move to a University certified moving

company, pending the acceptance of the relocating employee.

6. Contact relocating employee, provide moving instructions, answer questions, and alert employee which University moving company will be providing service. If the assigned moving company is unacceptable to the relocating employee, then the Department of Parking, Transportation and Services will provide a list of certified moving companies from which the employee may choose. If the relocating employee selects a moving company not University certified, the relocating employee assumes the responsibility for the planning, preparation, and execution of their move. If a non-certified mover is selected, the relocating employee is required to provide the Department of Parking, Transportation and Services with a copy of the moving cost estimate.

Moving Company

7. Contact relocating employee to arrange site visit in order to prepare cost estimate.
8. Provide Department of Parking, Transportation and Services with written cost estimate.

Department of Parking,
Transportation and Services

9. Inform Department Administrator of cost estimate and seek approval to finalize move.

Moving Company

10. Provide service as allowable by University policy and according to instructions from the relocating employee.
11. Alert Department of Parking, Transportation and Services of any discrepancies between cost estimate and services provided.

Department of Parking,
Transportation and Services

12. If discrepancies arise, immediately contact Department Administrator to approve any extra costs.

Moving Company

13. Upon completion of move, invoice the Department of Parking, Transportation and Services.
14. If necessary, invoice employee for any portion of moving costs for which the relocating employee may be responsible.

Department of Parking,
Transportation and Services

15. Review invoice and authorize payment to moving company.
16. Forward a completed Business Travel Request (Form 0062) and copy of invoice to the Department Administrator for approval.

Department Administrator

17. Approve, sign, and return the Business Travel Request to the Department of Parking,

Transportation and Services in a timely manner.

Department of Parking,
Transportation and Services

18. Process a Interdepartmental Charge in order to debit the authorizing department's University account.
19. Maintain files and records pertaining to move.

IV. REFERENCES

[FN 28, University Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expenses](#) (formerly 05-07-01)

[FN 15, Moving Expenses – Household Goods](#) (formerly 05-07-02)