

2019 Moving Expo

Moving Companies





Residential Moves

Contract Highlights

- 3400 pound minimum
 - If not, will still be charged for 3400 pounds
- Peak period is May 15th through September 30th - PLAN ACCORDINGLY
- 60-day bind period
- Full-service containers
 - Great if you don't have housing yet or if shipment is less than 4800 pounds
 - \$80/month for storage
 - Five (5) business day access from time container is scheduled to arrive in Colorado and accept delivery of shipment
 - Shipment goes to storage after that time and is expensive

What is the Process?

Before the Move:

- Offer Letter that outlines pre-determined, fixed amount (not to exceed \$7500)
 - Specify allowance for personal/household move
 - Specify allowance for professional laboratory move separately, if applicable
 - An additional \$2,000 may be allowed
- Contact one (1) of our moving partners
 - Obtain quote
 - If moving partner cannot provide services, you will be referred to other moving partner

What is the Process?

We're Ready to Move:

- Initiate a requisition for University's portion
 - Attach offer letter
 - Attach quote
- Moving partner receives PO for University's portion
- Moving partner will provide data confirmation letter
 - Confirms details such as pack date(s), load date, delivery window, and other information
- If CSU does not cover entire move,
 - Cashier's check at time of delivery, made payable to the Van Line, either Mayflower or United.
 - Credit card can be used and is charged 48 hours before shipment is loaded

We're Here:

- Moving partner will submit invoice to University for payment

Requesting a Quote

- When requesting a quote, include the following information in email
 - Moving party's name
 - Address of move
 - Time frame for move
 - Tractor trailer access to residence?
 - If not, shuttle service must be used
 - Cannot be bound
 - Portion paid by CSU
 - Who on campus is their contact?

Moving Allowances - Reimbursements

Procedures:

- Create a Disbursement Voucher (DV) after the official start date to claim house-hunting and/or moving expenses.
- Attach the signed offer letter.
- Attach the original receipts as a PDF file and keep them on file in the department.
- DVs received prior to the 15th of the month should reimburse with their payroll deposit at the end of the month. DVs received after the 15th will not reimburse until the end of the next month.
- Advances and/or prepayments are not permitted.
- PCards **cannot** be used for house-hunting/moving expenses.

Employee Reimbursements

Allowable Expenses:

- House-hunting trips
- Actual Move - lodging and meals
- Mileage
- Receipts/Proof of Payment Required
 - Lodging folios, Airfare itineraries, Itemized receipts for rental trucks/vehicles and gas claims

Unallowable Expenses:

- First class airfare
- Personal side trips/expenses while en-route
- Income tax consequences
- Any costs related to buying, selling, or renting a home

Taxable Reimbursements

All Moving Expenses are taxable to Employees:

- All moving allowances paid either to the employee or third party are considered taxable to the employee in calendar years 2018-2025 (Tax Cut and Jobs Act)
- All house-hunting/moving expenses paid to or on behalf of the employees are taxable per IRS Publication 521
- After DV has been audited, total reimbursement amount is submitted to Payroll to be included as income and will be reflected in the next pay cycle and W-2



Laboratory and Office Moves

What is the Process?

Here we go:

- Contact one (1) of our moving partners
 - Obtain quote
 - If moving partner cannot provide services, you will be referred to other moving partner
- Initiate a requisition
 - Attach quote
 - Attach any other pertinent information such as department contact for coordination of move
- Purchase Order issued

Resources and Links

Offer Letter Templates

[Provost Website](#)

Moving and House-Hunting Guides

[Moving FPI](#)

[Pocket Guide](#)

[Check List](#)

Contact Information

[CSU Travel Services](#)

[Procurement Services](#)

Thank you

