

G5: GUIDELINES FOR REIMBURSEMENT OF MOVING EXPENSES

Effective Date: 4/10/03

Prior Date: 8/20/98

[Fiscal Agent Handbook Index](#) | [Disbursements Index](#)

Purpose	Reimbursement Limits	Allowable Expenses
Non-Reimbursable Expenses	Questions	Comments
Reimbursement Form	Ineligibility Criteria	Definitions
Authority & Responsibility	References	

Purpose and Scope

This procedure implements the guidelines established by Board of Trustees policy and Administrative Memo 42 by which certain new full-time employees may be reimbursed for moving expenses.

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Definitions

None

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Authority and Responsibility

- The Office of Finance and Administration is responsible for seeing that reimbursements are made according to Board policy and Administrative Memorandum 42. All reimbursements will be made through that office.
- No additional University funds may be used to supplement reimbursement of moving expenses

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References

- Board of Trustees Regulation V.F.3
- Administrative Memorandum Series #42
- [Fiscal Agent Handbook, M4: *Direct Payment Voucher*, 1025](#)

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Ineligibility Criteria

Reimbursement for moving or relocation expenses is not allowed for part-time or temporary employees or employees living in the Chicago Metropolitan area at time of hire.

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Reimbursement Forms

Reimbursement of moving expenses is requested on a Direct Payment Voucher (DPV). The DPV, with original receipts for all expenses attached, should be forwarded to the Office of Finance and Administration. The reimbursement request will be reviewed by that office for compliance with Board policy and charged to the contractual services line item in a general university account.

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Allowable Moving Expenses

- Moving companies (direct, one way)
- Rental of moving equipment, including gasoline and supplies (e.g., boxes, tape)
- Personal auto mileage, one, one-way trip based on the current University mileage rate
- Lodging during the move on a direct path from current location to the Chicago area is limited to current University lodging rates.

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Non-Reimbursable Moving Expenses

- House hunting
- Meals
- Storage fees
- Animal transportation (pets)
- Any part of buying or selling a house
- Car tags/licenses
- Expenses of breaking a lease
- Temporary living expenses

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Reimbursement Limits

- Total allowable reimbursement shall be one hundred percent of allowable moving expenses up to \$2,000 and eighty percent of actual expenses over \$2,000 to a total limit of \$4,000. Positions exempt from this limit are outlined in the Administrative Memorandum Series #42.
- If two or more individuals occupying the same household are appointed to eligible positions, the moving expense reimbursement shall not exceed the amount payable to one individual.

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Questions

All questions should be directed to the Office of Finance and Administration, extension 5100.

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Comments

Your comments and suggestions are welcomed.

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