

New OSU Employee Moving/Relocation Guide

Travel Policies and Resources

This guide summarizes the moving/relocation forms, policies and resources. The links to the sources are provided below for your reference.

Resource	Website Link
OSU Moving/Relocation Fiscal Policy	http://fa.oregonstate.edu/fis-manual/400-expenditures/415-relocation-and-moving
BAFF Relocation and Moving	http://fa.oregonstate.edu/business-affairs/relocation-and-moving/
OSU Moving Services	http://pacs.oregonstate.edu/buyorange/moving

AABC-SEC Travel Team

Moving/relocation billings, payments and reimbursements are processed through the **Auxiliaries & Activities Business Center (AABC) Student Experience Center (SEC) Suite 350**. The AABC-SEC Travel Team may be contacted at any stage for assistance and will work with you to ensure that all reservations and travel-related payments are made according to university policy and in a timely manner for your travel needs. The email address to contact the AABC-SEC Travel Team is: AABC.SECTravel@oregonstate.edu.

Here are the individuals on the AABC-SEC Travel Team:

Travel Team	Name	Phone
Primary	LaRae Wallace	541-737-6340
Backup 1	Meghan Tompkins	541-737-2257
Backup 2	Curt Black	541-737-6260
Backup 3	Kristal Fehring	541-737-6353

Preparing to Move/Relocate

The maximum amount allowable for reimbursement must be included in the **new employee offer letter**. The department/unit must also sign and submit the [OSU Relocation/Moving Agreement](#) to Business Affairs Financial Accounting & Analysis (FA&A) before billing or paying any moving costs.

Employees may have their moving expenses direct billed to an OSU index through the five **moving companies** listed below:

OSU Direct Bill Moving Companies
1. Allied
2. Graebel
3. Mayflower
4. North American
5. United Van Lines

More information about the moving companies and their OSU agreements may be found at this link:

<http://pacs.oregonstate.edu/buyorange/moving>

To set up the direct bill, the employee or moving company needs to send a **moving quote** to the AABC-SEC Travel Team **at least one week** before the moving company's deadline for setting up direct bill. After receiving the moving quote, the AABC-SEC Travel Team will create a Purchase Order (PO), ask the budget authority to sign the PO and send the signed PO to the moving company for direct bill.

All other expenses are reimbursed after the move by submitting receipts and a [Relocation Expense Reimbursement Form](#) to the AABC-SEC Travel Team.

During House Hunting and Moving

Save all receipts, except for meal receipts, while the new employee is house hunting and moving. Please note: Commercial vehicles (U-Haul, Rental car, etc.) fuel costs are reimbursed by actual cost, not by mileage.

After the Move

After the move, the employee or department/unit submits a [Relocation Expense Reimbursement Form](#) and **receipts** to the AABC-SEC Travel Team within **six months** following the employee's start date. The Relocation Expense Reimbursement Form tracks the employee's house hunting and moving expenses in a helpful format. The following sections provide more detail about required receipts and information.

Moving and Miscellaneous Expenses

- Receipts and proof of payment are required:
 - The **receipt** must state the goods or services purchased.
 - **Proof of payment** confirms that the transaction was paid or charged. Proof of payment is typically shown as a receipt that confirms the final amount paid or a credit/debit card statement showing the charge. (The AABC-SEC will make sure all confidential information is blacked out).
- Reimbursable moving expenses include:
 - Packing supplies up to \$1,000
 - Commercial moving company expenses
 - Insurance on personal effects
 - Storage up to 90 days
- Up to \$1,500 is allowed for miscellaneous expenses, which include:
 - Closing costs
 - Utility hookups

Lodging and Airfare

A receipt that shows the **final amount** is required. A booking confirmation alone is insufficient because it does not confirm the final charges. If you only have the confirmation email, you also need to provide a credit/debit card statement showing the charge as proof of payment. (The AABC-SEC will make sure all confidential information is blacked

out). It is very important to keep lodging and airfare receipts even if you are not planning on claiming reimbursements for these expenses. They may be essential for showing validity of other expenses (like meals and personal vehicle mileage).

Please state whether you are moving with any household members. Lodging reimbursements are limited to the following amounts (effective January 1, 2016):

	Limit on Lodging Reimbursements
Employee only	\$128.00 per night plus tax
Employee plus household members	\$192.00 per night plus tax

Mileage-Personal Vehicle Only

Provide a **Google Maps, MapQuest or other online map printout** showing the mileage between your starting point and destination. Mileage will be reimbursed at the current mileage rate (\$0.54 per mile effective January 1, 2016).

Meals

No meal receipts are needed. Please provide your **departure/return dates and times**. Based on the dates and times, the AABC-SEC Travel Team will apply the meal per diem rates and determine the meal reimbursement amount.

Please state whether you are moving with any household members. Meals are reimbursed using the following per diem rates (effective January 1, 2016):

	Meal Reimbursement Amount
Employee only	\$57 per day
Employee plus household members	\$114 per day

Temporary Lodging

Up to **45 days** of temporary housing after the employee's start date may be reimbursed. Please submit a receipt after living in the temporary housing and paying the amount due. The temporary living expenses may be reimbursed separately from the house hunting and moving expenses.

Note about Lodging and other expenses: Lodging expenses are used to establish the validity of meal and personal mileage expenses. Even if you are not claiming lodging, commercial or non-commercial, some documentation will need to be included to show that you are eligible to receive