

Welcome to the University of Arizona Chemistry Department!

Below is information intended to be a guide to help ensure your move to Tucson is successful.

The Chemistry Department Business Office is available to help with your transition. Please feel free to contact us with any questions. (621-6345)

The Process:

As a new employee to the Chemistry Department, you can select a moving company to handle your relocation and then seek reimbursement from the University up to the amount of your department allocation. The amount of your allocation will be stated in your offer letter.

The University of Arizona has negotiated agreements with 5 national moving companies in their pursuit to continue to provide employees with "Best Value", which offer highly discounted rates, along with other benefits at no additional cost. Some of these benefits are: free valuation (insurance); waiver of peak transportation rates (during the summer months & holidays) and discounted rates for international moves. The companies that have been contracted with University have been chosen because they are very knowledgeable of the University's Agreements, the discounts, the additional "no charge" benefits afforded by our Agreements, and most importantly, because they REALLY CARE. They are ALL committed to the best customer service possible. To ensure that your moving experience will be as positive as possible, you are strongly encouraged to take advantage of the University's negotiated agreements with the selected moving companies.

Please be aware that the sooner a mover is contacted, the better the chances are for being able to move on the dates that you desire and not when the mover can provide the service.

Once you have chosen a moving company, **identify yourself to that company as a new employee of the University of Arizona and state that you want the contract rate and benefits per the University of Arizona contract.** The designated booking agent will then arrange for the local affiliate agent to schedule a walk through inspection with you. This will result in a **"not to exceed" quote or estimate.**

If the "not to exceed" quote or estimate is acceptable to you, you can make arrangements on the pickup and delivery dates and contract for the move.

In order to receive reimbursement for your move, after you begin your employment, please submit

- 1) the original "not to exceed" quote or estimate, and
- 2) the acceptable original payment receipt to the Chemistry Department's Business Office.

The Business Office will submit a check request to Accounts Payable for reimbursement.

Please keep in mind that your move is solely your responsibility as a new employee. The contract for the move, along with any problems that may result from the move, is between you and the moving company. The University's only involvement is the reimbursement to you. You must handle any and all claims.

Reimbursable and Non-Reimbursable Expenses:

Relocation expenses which **are reimbursable** either directly to the individual and/or to an outside moving company may include, but are not limited to the following:

1) For employees and their immediate family members traveling by air or other passenger conveyance, the cost of the most economical airfare available for each member of the immediate family.

2) For employees and their immediate family members traveling by automobile:

The cost of driving one (1) automobile only for the most direct route between the previous residence and the new permanent residence. Mileage is reimbursed at the current rate approved for University travel. (37.5 cents per mile as of 08/01/2005)

For each 500 miles of distance by the most direct route between the previous residence and the new permanent residence, lodging and meal expenses may be disbursed not to exceed \$125.00 per 500 miles and which must be substantiated with payment receipts.

2) If an individual is required to begin University employment prior to the relocation of his/her immediate family, that employee may be allowed reimbursement for either (1) the cost of a round-trip airline ticket at the most economical airfare available, or (2) the costs of traveling by automobile as defined above in addition to relocation expenses for his/her family.

3) The cost of moving household goods, not to exceed 12,000 pounds.

4) The cost of insurance for household goods, not to exceed the full replacement value of \$5.00 per pound, per article, with no deductions. The maximum amount of insurance that may be obtained is \$60,000 (12,000 pounds x \$5.00).

5) Packing of household goods and appliances; appliance disconnect and hookups.

<http://www.fso.arizona.edu/fso/deptman/9/914reloc.html#reimbursable>

Relocation expenses which are **not reimbursable** include, but are not limited to the following:

Moving of:

Air Conditioners	Extensive Hobby Equipment	Portable Swimming Pools
Airplanes	Farm Equipment	Recreational Vehicles
Animals	Firewood	Shop Tools
Automobiles	Lumber	Snowmobiles
Boats	Perishable Foods	Storage Buildings
Building Materials	Playhouses	Storage Sheds
		Trailers

- Special insurance for antiques, coin collections, paintings and similar items of high intrinsic value.
- Maid services, overtime charges to movers, intermediate kennel and/or veterinary charges unless move is to a foreign country.
- Storage costs and any costs incidental to the storage of an individual's household goods.

<http://www.fso.arizona.edu/fso/deptman/9/914reloc.html#nonreimbursable>.

Miscellaneous Information:

1. Expenses of the employee and/or his/her immediate families incurred after arriving at the principal site of employment are the responsibility of the employee.
2. All relocation reimbursements will be reported on the employee's W2. Expenses considered qualified by the IRS will be shown as pre-tax income. Expenses considered nonqualified by the IRS will be considered taxable income and will have taxes withheld in the earliest pay periods available. The tax withheld will be split between four pay periods if possible.
3. Qualified moving expenses are expenses incurred within one year from the date the employee first reports to work and include:
 - Moving your household goods and personal effects.
 - Traveling by the shortest, most direct route available by conventional transportation. Any side trips would not be qualified.
 - Lodging while traveling, including expenses the day you arrive.
 - Travel by car-either:
 - Actual expenses, such as, gas and oil, with accurate records. Parking fees and tolls are allowed, but general repairs and maintenance, insurance and depreciation are not allowed, or
 - 15 cents a mile. Since the University of Arizona pays mileage at the rate established in section 14.15, the amount over 15 cents per mile is considered nonqualified and will be taxed.
 - You are allowed expenses for members of your household. A member of your household is anyone who has both your former and new home as his or her home.
 - You are allowed only one trip to your new home for yourself and the members of your household; however, you do not have to travel together.
4. Nonqualified moving expenses include, but are not limited to:
 - Meals
 - Vehicle maintenance
 - Living expenses after arriving at your destination
 - Mileage over 15 cents.
 - Pre-move house hunting expenses. This is any trip to the University of Arizona after you have been offered a position, whether or not you have accepted the position, but before you move to the University of Arizona. The initial trip to interview, before you have been offered the position, is a business expense and is not taxable. The final trip to actually move is qualified and not taxed, except for expenses, including but not limited to those listed above, that are not allowed by the IRS.

The Agreements

For questions or further information concerning the Moving Agreements, please contact Rob McMullen, C.P.M., Senior Buyer @ 621-3067, by fax @ 621-5179, or by e-mail @ rmcmulle@u.arizona.edu.