

Moving Reimbursement Policies & Forms



**NORTHERN
ILLINOIS
UNIVERSITY**

**DIVISION OF
HUMAN RESOURCE
SERVICES**

**OFFICE OF THE ASSOCIATE
VICE PRESIDENT**

**DEKALB, ILLINOIS
60115-2854**

**(815) 753-6000 (VOICE)
(815) 753-0870 (TDD)
(815) 753-0430 (FAX)**

**ADMINISTRATIVE SERVICES
(815) 753-6021**

**AFFIRMATIVE ACTION/
EQUITY SERVICES
(815) 753-1118
(815) 753-8686 (FAX)**

**CONTRACTS, RECORDS,
AND REPORTS
(815) 753-1338**

**EMPLOYEE RELATIONS
AND TRAINING
(815) 753-6039**

**EMPLOYEE WELLNESS *
AND ASSISTANCE PROGRAM
(815) 753-9191**

**HUMAN RESOURCE
INFORMATION SYSTEMS
(815) 753-0456**

**INSURANCE AND
EMPLOYEE BENEFITS
(815) 753-0191 (VOICE)
(815) 753-6074 (FAX)**

**LABOR RELATIONS
(815) 753-0456**

**OPERATING STAFF SERVICES
(815) 753-0456**

**TESTING SERVICES
(815) 753-6034**

**PAYROLL AND COMPENSATION
(815) 753-1322 (VOICE)
(815) 753-6048 (FAX)**

**POLICY ANALYSIS AND
SPECIAL SERVICES
(815) 753-0403**

**STUDENT EMPLOYMENT
(815) 753-1394**

MEMORANDUM

To : Deans, Chairs, Department Directors, Department Secretaries, Business Managers

From : Tom Morelock
Director of Operations
Human Resource Services

Date : July 13, 2000

Re. : Reimbursement for Moving Expenses

University policies provide limited reimbursement for moving expenses to qualifying new employees relocating to this area. In some instances, such reimbursements are contingent upon the use of specially contracted preferred movers. We have recently revised the list of preferred movers. Attached is the current University guideline regarding this topic along with the list of contracted, preferred movers. Please freely distribute this communication to any new employee qualifying for such reimbursement. Further information regarding this policy may be obtained by contacting

*Celeste@
753-6525*

Moving Reimbursement Packet

For any questions regarding moving reimbursements, Celeste Latham is your contact person. Celeste is the HRS Business Manager and her phone number is 815/753-6525.

The Moving Reimbursement Form (is not in this packet) is in the process of being updated.

We (the College of LA&S) suggest that before you submit documents for reimbursement, you make an appointment with Celeste to go over everything and make sure you are missing nothing – prior to securing Chair and Dean signatures.

Dear New Employee:

Enclosed with this letter is Northern Illinois University's moving expense reimbursement policy and a list of those vendors currently offering NIU staff a larger discount on interstate moves than is ordinarily available from other national moving companies. The University will reimburse 80% percent (or \$3,000, whichever is less) of the moving costs of employees who use the services of these vendors. If you are interested in these services, please call the listed contact persons. They will arrange for a representative in your area to contact you regarding estimates and booking. We recommend that you get at least two estimates and a third estimate if there is a substantial difference between the first two. Please do not contact your local agent before calling the agents on the enclosed lists.

No matter which moving company you choose, we suggest that you ask the mover for a copy of YOUR RIGHTS AND RESPONSIBILITIES WITH YOU MOVE. This pamphlet has been prepared by the Interstate Commerce Commission to protect consumers on interstate moves. It explains such documents as the order for service, the billing of lading, and the inventory, as well as the estimating and weighing processes. Of particular importance are the following points:

Movers may give binding estimates.

Non-binding estimates may not be accurate, and actual charges often exceed the estimate.

The average shipment of household goods weighs about 40 pounds per item. If a shipment contains a large number of heavy items, such as cartons of books, the average weight per item may be 45 pounds or more.

You have the right to be present each time your shipment is weighed.

If you believe that the weight is not accurate, you have the right to request that the shipment be reweighed before loading.

The amount due that carrier must be remitted at time of delivery in the form of cash, certified check or bank money order, unless credit arrangements have been made with and agreed upon by the carrier in writing in advance of the relocation.

Inquiries regarding the university's moving expense reimbursement policy should be directed to university officials before you contract with a moving company. If your reimbursement exceeds \$1,000, it will take approximately one month to process your check. Lesser amounts can be processed more quickly. We recommend that you use your permanent home address on your reimbursement request.

We wish you a successful move and look forward to having you at Northern.

Allowance for Moving

It is the policy of NIU to reimburse a portion of the actual cost of transporting household goods for newly hired employees. The university does not pay for the associated personal travel expenses of these staff or their families. Subject to the adequacy of legislative appropriations of funds, new employees will be reimbursed for moving expenses within the following guidelines:

1. The term "employees," as used herein, will include full-time faculty and administrative employees on regular appointment, full-time coaching staff, and selected Civil Service employees as approved by the President. In the case of Civil Service employees, the scope of recruitment required will be the primary criteria used in determining eligibility for such reimbursement. Requests to reimburse moving expenses for Civil Service employees should be made prior to formal hiring by the employing supervisor to the appropriate vice president, who with the personnel office before making a recommendation to the president.
2. Reimbursements for employees whose salaries are paid from general revenue funds will be made from a central general revenue account established for that purpose. Employees paid from other fund sources, i.e., local funds, grants and contracts, bond revenue, must be reimbursed from those sources.
3. State financial regulations require that general revenue reimbursements be paid from the proper fiscal year appropriation. To comply with these regulations, employees whose moves occur prior to June 30 must submit reimbursement requests before September 1.
4. Moving expenses for employees whose regular appointments are subject to the clearance of degree or permanent residency contingency should be submitted at the time of initial appointment.
5. The university is required to report moving expense reimbursements as part of the employee's total W-2 or wage information statement. An employee who meets certain time and distance tests may qualify for a tax deduction. Justification of this deduction is the responsibility of the employee.
6. The university offers two reimbursement options:
 - a) In order to maximize the moving expense discount available to new employees, the university offers **certified** national moving companies the opportunity to bid for employee's relocation services on an annual basis. If the employee uses a preferred mover, the university will reimburse the employee for 80% (or a maximum of \$3,000, whichever is less) of the **receipted** costs of containers, packing, basic insurance coverage, and normal residence to residence household goods relocation.
 - b) If the employee chooses to move by rental truck or trailer, the university will reimburse the employee for 100% or a maximum of \$1,000, whichever is less, of the **receipted** costs of:
 - Trailer rental plus toll costs and ten cents per mile to cover the increase gasoline consumption occasioned by pulling the trailer.
 - Truck rental plus the toll and gasoline expenses of operating the truck.
7. Reimbursement is limited to one payment per family and is **not** authorized for any part of the following:
 - a) Storage, warehouse handling, or redelivery costs.
 - b) Hotel, motel, and meal expenses incurred by the employee and his/her family en route.
 - c) Automobiles shipped with household goods. Gasoline expenses for private car (expect as in item 6b above).
 - d) Any labor expenses other than those appearing on a **certified mover's bill**.
 - e) The costs of returning to the original point of departure in order to make two or more trips.
 - f) Cost associated with the transportation of livestock and household pets.
8. Those items for which transportation arrangements may be requested from the carrier but whose additional costs are not included in the reimbursement options are as follows: autos, trucks, vans, motorcycles, farm equipment, tractors over 25 H.P., snowmobiles, golf carts, trailers, playhouses, sheds, hot tubs, spas, satellite dishes, airplanes/glidern, canoes/skiffs 14 ft. and over, boats/sailboats 14 ft. and over, boat trailers any length, travel campers, mini/motor homes, and horse trailers.
9. The university assumes that most of its employees will reside in or near the DeKalb/Sycamore area. Ordinarily, the university will not reimburse expenses associated with moves with terminate in locations beyond a 50-mile radius of the campus. Circumstances, which might justify the modification or waiver of these guidelines or the payment of any of the costs excluded by item 7 or 8, must be discussed with the appropriate vice president. The vice president will consult with the President's Office regarding the justification for the exemption must be received from the vice president before a formal hiring offer is made to the employee.
10. A Northern Illinois University Moving Allowance form may be procured from the office of the dean or division head. This form, with receipts and itemized statements attached, must be submitted before reimbursement can be approved and made.

PREFERRED MOVING GROUP

Listed below are the current members of the University's Preferred Movers Group:

1. Action Moving and Storage, Inc. (National Van Lines)
725 23rd Avenue
Rockford, IL 61104
(815) 968-3706 (Call Collect -- Identify as NIU inquire or move.) -

Contacts: Mr. Harold Larsen
Mr. Bill Brown, Dispatcher

Richard Buti -- sales manager -- 800-323-1962 (CANDY
WILLIAMS) sue mackey

2. Blackhawk Moving & Storage, Inc. (United Van Lines)
340 South Avenue
P.O. Box 368
Sycamore, IL 60178
In Illinois: 1-800-747-5703 (FAX: (815)895-5809)
In U.S.: 1-800-435-5703

Contacts: Mr. Michael Marchese
Mr. Dan Hamingson
Ms. Trudy Schlieben

3. Universal Relocation Systems, Inc. (North American Van Lines)
1260 Oakwood
P.O. Box 632
DeKalb, IL 60115
1-800-633-0295 FAX: (815) 633-4887)

Contacts: Mr. Thomas Baxter, Sr.
Mr. Thomas Baxter, Jr.
Mrs. Theresa Skirvin