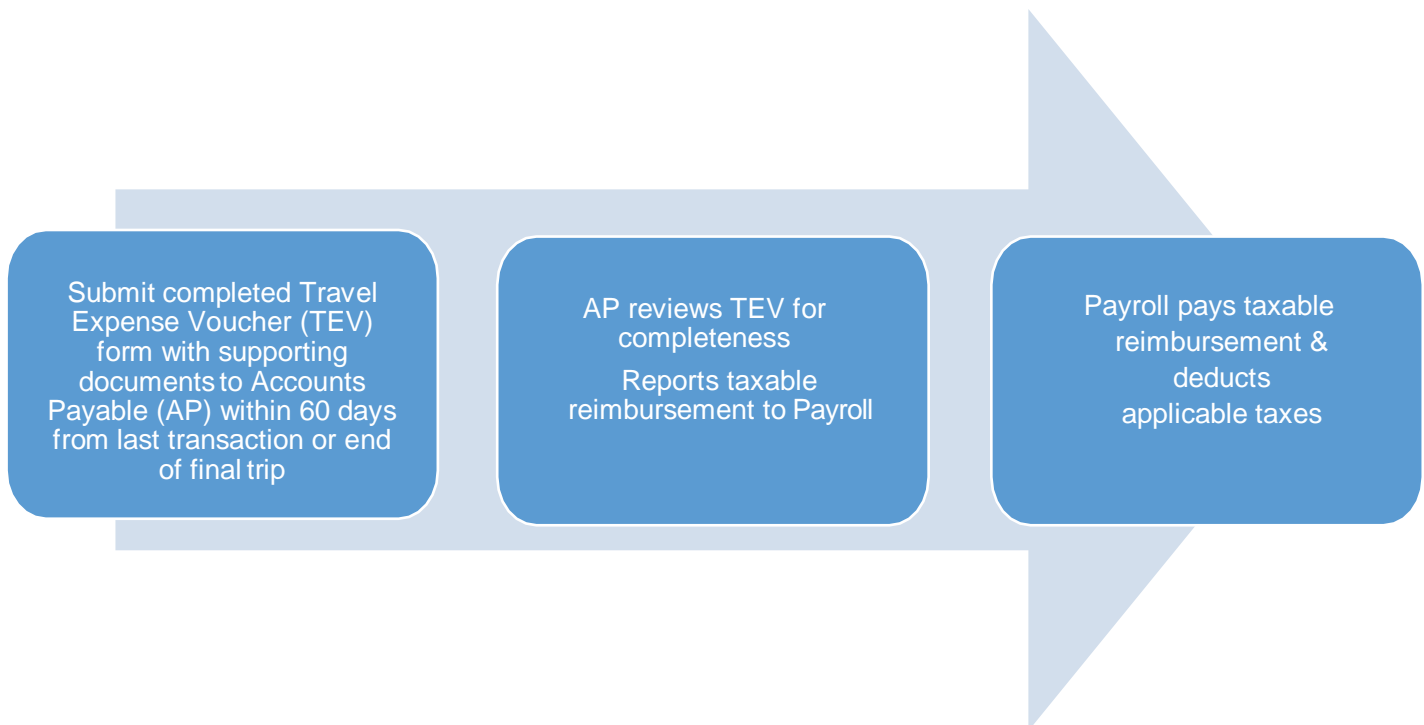


# Moving and Relocation Checklist

## Processing Overview

This checklist should be used in conjunction with information on [Employee Moving and Relocation](#) web page on the Supply Chain Management website.



## Checklist of Major Departmental Actions

- ☐ Review related [policies](#) available from the Supply Chain Management website
- ☐ Obtain prior approval for allowable expenses that will exceed the policy threshold. Submit documentation of this prior approval with the Travel Expense Voucher (TEV).
- ☐ [Contract with suppliers](#) if you will be paying a common carrier or household mover for the costs of transporting household good and personal effects of the new appointee or employee.
- ☐ Inform the appointee/employee about University policies and that all moving and relocation expenses, including payments made by the University to a third party, will be taxable income to the appointee/employee. Ensure they understand their responsibilities for providing documentation and receipts for reimbursement. If a third party is used and directly billed and paid by the University then supporting documentation must be provided
- ☐ Complete and submit the [Travel Expense Voucher \(TEV\)](#) Form. The TEV must be submitted within 60 days after the expenses were paid or incurred. Late reimbursement of expenses after 60 days may be taxable to the employee.
- ☐ Obtain approval for the TEV from an Authorized Approver.
- ☐ TEV Approvers should ensure that expenses are allowable and were not previously reimbursed. Approvers should verify that receipts required by [Travel Regulations \(Policy G-28\)](#) are attached.