



# UNIVERSITY OF SOUTH FLORIDA

Welcome to the University of South Florida. We hope your move is safe and without incident. The following is information which should help you in selecting a method for moving your personal effects and property and providing the necessary information to your hiring department for payment of the authorized moving expenses. **Your hiring department will notify you of the approval to pay the moving expenses. Please do not move until you receive that approval.**

The payment of moving expenses, if approved, would be up to the amount the department has agreed to pay and is limited to moving the contents of a single residence; and the cost of packing, shipping, and storing household goods (personal effects and property), or moving a mobile home (any vehicle used as a home), and incurring reasonable expenses for moving an automobile; and/or moving up to 15,000 pounds of household goods (not boats, etc.) by common carrier, rental truck or trailer, or a state-owned vehicle, when authorized; and/or purchasing insurance: against damaged goods provided it is limited to the normal liability of the common carrier (approximately \$.60/pound) unless a State University System contract mover is used, or when a State University System contract mover is used, based on the SUS negotiated rates, or the approved payment for insurance for only the vehicle (not the contents) when using a rental vehicle or truck. The costs of an SUS contracted mover include full replacement insurance. The employee is responsible for the cost of full replacement insurance if a non-SUS contracted mover is selected.

A new employee will provide an estimate from an SUS contracted common carrier or from a non-contracted mover prior to the move and submit them to the hiring department for inclusion with the request for payment.

Department shall submit the Request for Authority to Pay Moving Expenses and the purchase requisition prior to the move taking place. A purchase order number must be provided to mover before move can begin.

**Self movers** - an employee who elects to rent a moving vehicle/trailer can be reimbursed for the following costs up to the amount allocated by the department: vehicle rental, gasoline expenses, tolls, tariffs, insurance on vehicle and goods, packing materials, and auto/car/trailer hitch. Employee must submit original receipts and a memo with a general list of what was moved, i.e. two bedrooms of furniture, living room furniture, household appliances, misc. clothing, household goods, etc.

Reimbursement will **not** be made for lodging, meals or hired drivers.

The move of employee's **office or laboratory materials** and/or equipment to USF is allowable if approved by an authorized person. This is **not** considered part of an employees moving expense. Employees must provide a letter from their old institution releasing the material and/or equipment and department must provide a letter accepting materials and/or equipment that is being moved. A list of equipment should be provided for Property tagging.

Payment will not be authorized for the following:

-- expenses associated with unpacking of household goods or cleaning of any residence in connection with a move

-- late charges

-- individual travel and/or per diem or taxi fees as part of a moving expense

--the cost of replacement insurance on household goods (non-SUS contracted mover.) The University, however, recommends that the employee/prospective employee consider purchasing replacement cost insurance on his/her household goods even though this cost will not be reimbursed.

The hiring department should request approval to pay moving expenses prior to the actual move.

After the move, the employee must submit to the hiring department the mover's bill of lading (invoice) and mover's inventory list for payment.

IRS Guidelines: Reimbursement or payment for "qualified moving expenses" will not be reported as wages or other compensation of Form W-2. See Chancellor's Memo on IRS Qualified/Non-Qualified Moving Expenses.

"Qualified moving expenses" are the following:

-- Reasonable expenses of moving household goods and personal effects from the former residence to the new residence

-- If the new place of work is outside the US and its possessions, reasonable expenses may also include the movement of household goods and personal effects to and from storage, and the cost of storage such goods and effects which the new place of work continues to be the principle place of work;

-- The new principal place of work is at least 50 miles farther from the former residence than was the former principal place of work; and

-- The hiring department reasonably believes the employee will be a full-time employee at least 39 weeks during the 12-month period immediately following the relocation.

Payment of "non-qualified" expenses will be reported as wages on Form W-2 and all employment taxes apply.

**Allowable expenses are:**

1. Packing and shipping of household goods
2. Moving of an employee's privately owned mobile home
3. Limited to a maximum gross weight of 15,000 pounds
4. Extra charges for picking up household goods from more than one location as long as both locations are within the same immediate geographic area as the primary residence.

**Unallowable expenses are:**

1. Additional insurance on the contents of household goods beyond the normal liability of the moving company.
2. Cost of unpacking of household goods.

3. Payment for cleaning of any residence in connection with a move.
4. Payment of storage of household goods will normally not be approved.

**Invoice supporting documentation should include:**

1. Household goods inventory
2. Bill of lading, including weight information
3. Location of former and new principal places of work and residence
4. Distance between former and new principal places of work and residence

**USF – SUS MOVING COMPANIES**

ITN 12SP-114

Period 04/01/2012 to 3/31/2017 [there is an option to renew for three additional years]

Household Moves

A Turner Moving & Storage / North American Van Lines  
1001 NW 53 Ave  
Gainesville FL 32609

Contact: Tammy Turner (800-231-0406)  
Email: [tturner@a-turnermoving.com](mailto:tturner@a-turnermoving.com)  
Local 352-372-0406  
Fax: 352-372-1474

Browning Moving & Storage / United Van Lines  
3725 N. Frontage Rd.  
Lakeland, FL 33810

Contact: April Snow (800-722-6683) Ext.222  
Email: [aprils@browningmoving.com](mailto:aprils@browningmoving.com)  
Local: 863-683-6494  
FAX 863-683-5102

Hills Van Service of North Florida / National Van Lines  
3500 NE Waldo Rd  
Gainesville, FL 32609

Contact: Melody Hibbitts (800) 749-6067  
Email – [melody.hibbitts@hillsvan.com](mailto:melody.hibbitts@hillsvan.com)  
Local: 352-372-4271  
FAX: (352) 372-5630

Berger Moving & Storage / Allied Van Lines  
5115 W Clifton Street  
Tampa, FL 33634

Contact: Mary Morse (800-237-5572)  
Email: [MaryMo@bergerallied.com](mailto:MaryMo@bergerallied.com)  
Local: 813-885-6771  
FAX: 813-884-4921

Lab Moves

TheCryoGuys Bioscience Transportation & Storage  
7467 Hwy 67 East  
Cookville, TX 75558

Contact: Mike Tomasek  
Email: [mike.tomasek@thecryoguys.com](mailto:mike.tomasek@thecryoguys.com)  
Phone: 888-279-6489  
Fax: 903-572-7150

Pacific Biostorage / Scientific Transport  
22841 Lockness Ave.  
Torrance, CA 90501

Contact: Dan Wassung  
Email: [dwassung@pbmml.com](mailto:dwassung@pbmml.com)  
Phone: 866-977-2664  
Fax: 310-517-8617

### **E&I Contract**

#### **Graebel**

5250 Eagle Trail Drive  
Tampa, Florida 33634

Contact: Carrie Takamatsu (800) 728-8421

Email Address: [usfmoves@graebel.com](mailto:usfmoves@graebel.com)

Local: (813) 884-8428x226

FAX: (813) 888-8315