Chancellor’s Memorandum
CM-30 – Reimbursement of Moving Expenses

To: Vice Chancellors, Deans, Administrative Staff, Department Heads, and Students.

From: LSU Health Sciences Center New Orleans Chancellor

July 1, 2008

It is recognized that in order to attract and recruit individuals of high caliber to key positions within the LSU Health Sciences Center it is quite often necessary to provide for moving expense reimbursements. Such reimbursements will be limited to faculty (those with the rank of Instructor on up to Professor or equivalent Library ranks) and senior administrative staff. Any exceptions to this policy must be requested in advance in writing from the Chancellor. These exceptions are to be limited to the recruitment of positions which are critical to our operations. It is important that these requests for exceptions are carefully reviewed at the departmental and professional school level.

The LSU System has contracted with Armstrong Relocation, a leading relocation company, to provide a broad range of relocation services to the LSU System. The goal is to improve our recruiting efforts by offering an integrated, comprehensive program of relocation benefits tailored to meet the individual needs of newly hired faculty and staff.

The services provided under the relocation contract will vary depending on the individual being recruited. In most cases, the relocation benefit will be limited to the movement of household goods; however, additional benefits may be provided subject to the approval of the appropriate University administrator(s).

Armstrong Relocation, working in conjunction with the designated relocation coordinator in Supply Chain Management, will coordinate all aspects of the relocation process to ensure the best relocation experience for the newly hired faculty or staff member. One of the most significant features of the contract is the direct billing service offered by Armstrong Relocation. All authorized expenses related to the relocation will be paid by Armstrong Relocation and billed to the LSU System. The employee does not have to worry about paying for these services and then waiting to be reimbursed by the University. As expenses are incurred, the newly hired employee provides the required receipts to Armstrong Relocation who pays the service provider and then bills the University. The expense management process is controlled by the approved relocation authorization form which lists the specific relocation benefits authorized by the University. Only services listed on the approved authorization form will be paid by the LSU System. All expense reimbursements must be in accordance with University policy. Relocation expense reimbursements paid by public funds are limited not to exceed one tenth of the employee’s annual base salary.

Procedure:

The Department Business Manager completes the Armstrong Relocation Authorization Form to include obtaining appropriate approval signatures and returns the form to Supply Chain Management. Supply Chain Management submits the completed form to Armstrong Relocation. The Department Business Manager contacts the faculty member to explain the relocation services they qualify for.
Armstrong Relocation, working in conjunction with the designated relocation coordinator in Supply Chain Management, will coordinate the relocation of household goods and professional items (lab equipment, books, files, and research materials) to ensure the best relocation experience for the newly hired faculty or staff member. One of the most significant features of the contract is the direct billing service offered by Armstrong Relocation for household and professional items. Final moving expenses (transportation for the employee & family members and in transit lodging) are reimbursed thru the University. Only services listed on the approved authorization form will be paid by the LSU System. All expense reimbursements must be in accordance with University policy. Relocation expense reimbursements paid by public funds are limited not to exceed one tenth of the employee’s annual base salary.

A. Household Goods

1. Armstrong Relocation (an agent for United Van Lines) will use United Van Lines for most of the household goods moves. If United resources are not available, Armstrong Relocation will select and coordinate with another moving company to assist with the movement of household goods.

The moving company selected will perform all of the required packing, loading, transporting, unloading, and unpacking, including normal appliance servicing. The mover will provide all necessary packing materials and remove debris upon completion of the move. Special services such as housecleaning are not provided. Special arrangements for shipping antiques and other items of significant value must be approved by the university in advance, and supporting documents (such as insurance appraisals) are required for verification of the value of each item. Any additional pick-up and deliveries, or other special moving requirements will be handled on a case-by-case basis subject to university approval. Armstrong Relocation will also assist with the claims settlement process should damage occur during the shipping process.

2. In transit expenses will be reimbursed based on reasonable costs incurred for the most direct route. Such expenses must be supported by original receipts. While State Travel Regulation reimbursement rates may be exceeded, the travel regulation rates will be used as a guideline or standard of reasonableness. Cost of travel by car for use in transporting a new employee, members of their household, or moving household items to their new residence may be by actual expenses such as gas and oil receipts, or the standard mileage rate allowed by the Internal Revenue Service (Publication 521, Moving Expenses) plus tolls and parking fees. The current standard mileage rate allowed by the Internal Revenue Service is 27 cents a mile. In transit meals will not be reimbursed.

B. Movable Property

1. Individuals wishing to move laboratory equipment must comply with the applicable movable property transfer and control policies and procedures of their prior institution, particularly if federal funds are involved. Evidence of approval by their prior employer will be required before the new faculty member is allowed to transfer equipment.

2. The moving company selected by Armstrong Relocation will perform all of the required packing, loading, transporting, unloading, and unpacking, of laboratory equipment. The mover will provide all necessary packing materials and remove debris upon completion of the move.

3. Laboratory equipment being moved should be estimated separately, and approved by the appropriate Dean prior to the initiation of the move. The costs associated with this type of move are not included in the ten percent of base salary limitation.

C. Condition for Reimbursement

Employees must sign and forward a statement certifying that they have not and will not claim an income tax deduction for any of the moving expenses reimbursed by the LSU Health Sciences Center. This statement should be forwarded to the appropriate dean or department head for submission to the Director of Supply Chain Management and the Comptroller.

Signed: John A. Rock, M.D., MHCM, Chancellor
Certification for Moving Reimbursements

I, ____________________________ , (Social Security Number) ______________________

have not and will not claim an income tax deduction for any of the moving expenses reimbursed by the LSU Health Sciences Center during my relocation to the LSU Health Sciences Center for employment purposes.

______________________________
Employee Signature

______________________________
Date

This signed statement should be forwarded prior to moving household goods.