

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

February 22, 2018

In order to attract and recruit individuals of high caliber to key positions within the LSU Health Sciences Center it is 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.

LSU has contracted with Armstrong Relocation to provide a broad range of relocation services to the LSU campuses. 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 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 movement of 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 university. 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 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 will assign a relocation coordinator to assist the newly hired faculty or staff member with all aspects of the relocation process. The coordinator will explain each step of the relocation process and the benefits available to the new faculty/staff member. If scheduling or service issues arise during the move process, the relocation coordinator is there to provide a quick and effective solution.

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. 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. Tax Reporting

Any relocation expenses paid by LSU on behalf of an employee will be taxable to the employee.