



**BUSINESS MANAGER'S OFFICE**

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## Faculty and Staff Moving Policy

Department Head or designee may authorize payment of moving expenses for new faculty and staff members from departmental funds if they are available and have been prioritized for such use by the Dean or Vice President. Eligibility, limitations and procedural requirements are as follows:

### a. Eligibility.

- (1) Minimum rank of assistant professor or comparable ranking staff.
- (2) Persons expected to be employed on a continuing basis.

Requests for eligibility exceptions should be directed to the Business Manager prior to committing to an allowance.

### b. Limitations.

- (1) The University allows payment of certain packing, unpacking, and insurance costs from the former residence to the new local residence.
- (2) Payment is limited to charges for moving household goods. The University does not allow payment of charges for moving pets, vehicles, boats or firewood. Inquiries regarding questionable items should be directed to the University Business Manager prior to arranging the move.
- (3) Storage charges are not reimbursable.
- (4) Charges to General Fund accounts are limited to \$3,500. Charges in excess of \$3,500 require approval of a Dean or Vice President and a departmental account. Reimbursement for the use of rental trucks is permissible.
- (5) This policy does not apply to the moving of laboratory and/or office equipment. Contact the University Purchasing Department for these procedures.

### c. Procedure.

- (1) The Department Head or designee notifies the University Business Manager, by submitting the Moving Authorization Form. This notification includes name, address, social security number, telephone number, rank, date of appointment, allowance, and the departmental account(s) to be charged.

- (2) The Business Manager informs the eligible person of the University's moving policy and assists in coordinating the move. A copy of the letter is sent to the Department Head.
- (3) The University contracts with the local office of a national moving firm for moving services. Information on this moving company(ies) is provided to the incoming faculty/staff so they may contact the company(ies) to obtain estimates and initiate their move.
- (4) The Business Manager issues a letter of authorization to the moving company informing them of the faculty/staff allowance.
- (5) The moving company bills the University directly for the amount authorized and collects the balance upon delivery from faculty/staff. Incoming faculty and staff may utilize other moving companies; however, charges above the contract mover price are not reimbursable.
- (6) Departments wishing to utilize Foundation account funds should provide written authorization along with the account to the Business Manager.
- (7) The Business Manager will arrange for payment of moving expenses in accordance with the above procedures.

Departments may print the Moving Authorization form (see <http://www.uiowa.edu/~fusbm/authorization.pdf>), complete, and send to the Business Manager's Office to authorize payment of moving expenses.

The above excerpt is from **The University of Iowa Operations Manual**, <http://www.uiowa.edu/~our/opmanual/>  
Part III Human Resources; Chapter 9 – Hiring & Appointments; 9.6 MOVING EXPENSES.

Last updated March 2005 by Faculty and Staff Moving