

## SELF MOVE GUIDE LINES

There are times that a department is allowing only a small amount toward moving expenses and in those instances the new faculty/staff member may elect to move their own household goods via U-Haul, Penske or some other self moving truck rental company. Should this be the case there a few guidelines we think will help at the time of reimbursement.

The University does not have a contract with any truck rental companies.

The move will be paid for by the staff member and reimbursement will come after the receipts are received in the department. The request will need to be sent through University Tax Services for review.

University Tax Services contact information:

Eric Davidson  
PO Box 113203  
(352)392-1324

[davidsoe@ufl.edu](mailto:davidsoe@ufl.edu)

[Moving Expenses FAQ's](#)

What the Department must do prior to the move:

1. Complete the Approval to Pay Moving Expenses form – on the Purchasing Web page.
2. Obtain the proper signatures on that form prior to the move. – Dean or Director signature is the authority.

What the Faculty/Staff member must do:

1. Rent the Truck and any equipment necessary to complete the household move (ex: a hand truck for heavy items)
2. Purchase boxes, tape, packing materials and obtain receipts.
3. Obtain receipts for all fuel purchased for the moving truck.
4. Obtain receipts for tolls if applicable
5. Decline any type of insurance offered unless the faculty/staff member is willing to pay for it. The State of Florida cannot reimburse for any type of insurance.  
(Advise the faculty/staff member to check on their homeowners and auto policies for items in transit overage they may have it)
6. Submit All receipts pertaining to the move of Household Goods ONLY.

**The University does not consider meal expenses as moving expenses.**

What the Department does after the move:

1. Verifies the receipts submitted by the faculty/staff member pertain only to the moving of household goods.
2. Verifies there is no charge for insurance that is being requested for reimbursement.
3. Fill out a Cover Sheet with basic information, template available [here](#).
4. Submits copy of Approval form to Purchasing – *Purchasing Does Not process the reimbursement.*
5. Submits to University Tax Services – Cover sheet with the Approval to Pay Moving Expenses form and the valid receipts. **University Tax Services reviews submittal to determine appropriate method of reimbursement (Payroll or Unencumbered Payment)**