

Options for New Employee Relocation

This chart outlines the three procedures available for payment of new employee moving expenses.

For all new employee moves, department should designate a department member to act as a liaison between the new employee and central offices.

REIMBURSEMENT TO NEW EMPLOYEE	UO PAYS MOVING COMPANY DIRECTLY FOR NEW EMPLOYEE'S MOVE	TRAVEL ADVANCE TO NEW EMPLOYEE
<u>SUMMARY/OVERVIEW</u>	<u>SUMMARY/OVERVIEW</u>	<u>SUMMARY/OVERVIEW</u>
<p>As part of the hiring process, the department provides an allocated amount of money for new employee to relocate for new position at UO.</p> <p>The new employee is entirely responsible for how household goods are moved from origin to destination.</p>	<p>As part of the hiring process, the department provides an allocated amount of money for new employee to relocate for new position at UO.</p> <p>UO enters into a Purchase Order (PO) directly with moving company for a not-to-exceed amount. If PO will exceed \$25,000, department and new employee must work with PCS to complete the appropriate competitive process.</p> <p>UO receives the invoice for moving services and pays the moving company, up to the maximum not-to-exceed amount provided on the PO.</p> <p>If there are unauthorized or additional charges in excess of the not-to-exceed amount on the PO, employee is responsible for those charges.</p> <p>Contractual agreement governing all moving services is executed by new employee with moving company, (this agreement is not the PO).</p>	<p>Not a preferred method, but is available if the first two options are not possible.</p> <p>As part of the hiring process, the department provides an allocated amount of money for new employee to relocate for new position at UO.</p> <p>Used when new employee is conducting a "self-move", purchasing materials or renting moving equipment (example: U-Haul®).</p> <p>UO provides employee with cash advance of part of the moving allowance to cover moving expenses.</p> <p>Recommend that advance amount not exceed 50% of the moving allowance.</p>

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<p style="text-align: center;"><u>MOVING CONTRACT OPTIONS</u></p> <p>Individuals relocating are able to use any moving company they wish. UO Price Agreements with discounts are available for use by new University of Oregon employees with two moving companies. Individuals must identify themselves with the University of Oregon in order to obtain discounted rates under the agreements.</p> <p>United Van Lines - Chipman Relocation & Logistics Email goducks@chipmanrelo.com or call Dixie Ebert at 503-536-4058.</p> <p>Wheaton Van Lines - David Belford at (317) 558-0369, dave.belford@crownwheaton.com</p> <p>Binding quotes for moving services are strongly recommended, but are not required. New employee may wish to obtain quotes from more than one moving company.</p>	<p style="text-align: center;"><u>MOVING CONTRACT OPTIONS</u></p> <p>Individuals relocating are able to use any moving company they wish. UO Price Agreements with discounts are available for use by new University of Oregon employees with two moving companies. Individuals must identify themselves with the University of Oregon in order to obtain discounted rates under the agreements.</p> <p>United Van Lines - Chipman Relocation & Logistics Email goducks@chipmanrelo.com or call Dixie Ebert at 503-536-4058.</p> <p>Wheaton Van Lines - David Belford at (317) 558-0369, dave.belford@crownwheaton.com</p> <p>Binding quotes for moving services are strongly recommended, but are not required. New employee may wish to obtain quotes from more than one moving company. If over \$25,000, must complete appropriate competitive process.</p>	<p style="text-align: center;"><u>MOVING CONTRACT OPTIONS</u></p> <p>Individuals relocating are able to use any moving company they wish. UO Price Agreements with discounts are available for use by new University of Oregon employees with two moving companies. Individuals must identify themselves with the University of Oregon in order to obtain discounted rates under the agreements.</p> <p>United Van Lines - Chipman Relocation & Logistics Email goducks@chipmanrelo.com or call Dixie Ebert at 503-536-4058.</p> <p>Wheaton Van Lines - David Belford at (317) 558-0369, dave.belford@crownwheaton.com</p> <p>Binding quotes for moving expenses are strongly recommended, but are not required. New employee may wish to obtain quotes from more than one moving company.</p>

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<p style="text-align: center;"><u>REQUIREMENTS</u></p> <p>New employee enters into contract with moving company directly for all moving services.</p> <ul style="list-style-type: none"> • Advise employee of limits on Moving Expenses (see one page summary attached) or go to Moving/Relocation Expenses • Advise employee of three important documents moving company will ask employee to sign: <ul style="list-style-type: none"> ○ Bill of Lading, ○ Accessorial Sheet, and ○ Inventory Sheets. <p>Employee signs contract and provides payment to moving company.</p> <p>Employee must submit original moving expense receipts for reimbursement to its UO department.</p>	<p style="text-align: center;"><u>REQUIREMENTS</u></p> <p>UO enters into a PO with moving company for a not to exceed amount.</p> <ul style="list-style-type: none"> • If PO will exceed \$25,000, department and new employee must complete the appropriate competitive process. <p>Except for the PO (which only commits UO to pay for a specified amount of the moving services), new employee enters into contract with moving company directly for all moving services.</p> <ul style="list-style-type: none"> • Advise employee of limits on Moving Expenses (see one page summary attached) or go to Moving/Relocation Expenses • Advise employee of three important documents moving company will ask employee to sign: <ul style="list-style-type: none"> ○ Bill of Lading, ○ Accessorial Sheet, and ○ Inventory Sheets. <p>UO PCS approves/signs the PO. UO pays moving company up to the not-to-exceed amount listed on PO.</p> <p>Employee signs all other contract documents and provides any payment to moving company for any additional charges in excess of not-to-exceed amount on PO.</p>	<p style="text-align: center;"><u>REQUIREMENTS</u></p> <p>New employee must complete BAO travel advance forms and enter into Promissory Note for the amount of the advance.</p> <p>New employee enters into contract directly with moving company/contractors.</p> <ul style="list-style-type: none"> • Advise employee of limits on Moving Expenses (see one page summary attached) or go to Moving/Relocation Expenses • If using a moving company, advise employee of three important documents moving company will ask employee to sign: <ul style="list-style-type: none"> ○ Bill of Lading, ○ Accessorial Sheet, and ○ Inventory Sheets. <p>Employee signs contract and provides payment to moving company.</p> <p>Employee must submit original moving expense receipts to UO department for verification of moving expenses to offset the amounts advanced by UO to employee.</p> <p>If amount of money advanced exceeds the costs of moving expenses, new employee must repay the excess amount advanced.</p>