

University of Oregon

Options for New Employee Relocation

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

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

Existing Employees Moving expenses do not fall under this policy or these procedures, see D1 Employee Reimbursement Procedures at <https://ba.uoregon.edu/travel/air-car-lodging-meals/general-travel-information>

REIMBURSEMENT - NEW EMPLOYEE	UO PAYS MOVING COMPANY DIRECTLY New Employees ONLY
<u>SUMMARY/OVERVIEW</u> As part of the hiring process, the department provides an allocated amount of money for new employee to relocate for new position at UO. The new employee is entirely responsible for how household goods are moved from origin to destination.	<u>SUMMARY/OVERVIEW</u> As part of the hiring process, the department provides an allocated amount of money for new employee to relocate for new position at UO. 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. UO receives the invoice for moving services and pays the moving company, up to the maximum not-to-exceed amount provided on the PO. If there are unauthorized or additional charges in excess of the not-to-exceed amount on the PO, employee is responsible for those charges. Contractual agreement governing all moving services is executed by new employee with moving company, (this agreement is not the PO).

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REIMBURSEMENT - NEW EMPLOYEE	UO PAYS MOVING COMPANY DIRECTLY NEW Employees ONLY
<u>MOVING CONTRACT OPTIONS</u> 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. United Van Lines - Chipman Relocation & Logistics Email goducks@chipmanrelo.com or call Dixie Ebert at 503-536-4058. Wheaton Van Lines - David Belford at (317) 558-0369, dave.belford@crownwheaton.com 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.	<u>MOVING CONTRACT OPTIONS</u> 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. United Van Lines - Chipman Relocation & Logistics Email goducks@chipmanrelo.com or Call or email Jennifer Thomas directly at mithomas@chipmanrelo.com 503-542-7108 Wheaton Van Lines - David Belford at (317) 558- 0369, dave.belford@crownwheaton.com 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.

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<u>REQUIREMENTS</u>	<u>REQUIREMENTS</u>
New employee enters into contract with moving company directly for all moving services. • Advise employee of three important documents moving company will ask employee to sign: ○ Bill of Lading/Invoice, ○ Accessorial Bid Sheet, and ○ Inventory Sheets. Employee signs contract and provides payment to moving company.	This option is also only open to New Employees UO enters into a PO with moving company for a not to exceed amount. • If PO will exceed \$25,000, department and new employee must complete the appropriate competitive process. 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. • Advise employee of three important documents moving company will ask employee to sign: ○ Bill of Lading/Invoice, ○ Accessorial Bid Sheet, and ○ Inventory Sheets. UO PCS approves/signs the PO. UO pays moving company up to the not-to-exceed amount listed on PO. 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.

Rev 05/02/2024