

Moving Expenses for New Employees

****this information is summarized, please refer to the [About your Move](#) document for detailed information and explanations (including a glossary of terms)**

PLEASE NOTE:

As of January 1, 2018 all moving expenses are taxable. ISU is required to deduct this withholding from the employee's paycheck during the month in which the reimbursement is made. All expenses must be appropriately documented with original receipts. Undocumented moving expenses, regardless of the type of expense, are considered taxable and subject to withholding.

ITEMS TO KNOW REGARDING YOUR MOVE

- Your individual department chair or HR representative will have information on the fixed dollar amount that they are willing to contribute to the cost of your move.
- Someone from your household must be present at all times during the estimate for moving to answer questions that may arise. Inform the estimator of additional stops, goods to pick up, how many floors and stairs are in your existing and new homes, and distance from loading/unloading area for best estimate results. **Be aware of what the original "guaranteed not to exceed" estimate totals. If there are additional expenses, these need to be approved by ISU before proceeding with the move.*
- The shipper (employee) is required to sign a freight bill of lading and inventory sheets after loading. Once household goods are loaded, the driver is contractually bound to deliver and unload your goods. **Under our current contract, drivers and unloaders are not obligated to arrange furniture once it is brought into the proper room. Furniture arrangement is the responsibility of the shipper. The shipper is required to sign for his/her household goods after unloading. Important: Please inspect your goods and note damages on the bill of lading or inventory sheets before signing, if possible.*

Benefits of Contracted Moving Services through a Contract Carrier (Beltmann Group)

- Discount Rate
- Frozen Rates
- Maximum Value Protection Coverage (Valuation)
- Rate Adjustments
- Guaranteed Pack/Load/Deliver (Penalties for delay, Pairs and Sets, Inherent Vice)
- Guaranteed Not To Exceed Estimates (GNTE)
- Iowa State University Procurement Services phone number is **515-294-4860**. Calls may be made to this number between 7:30 a.m. and 4:00 p.m. Ask for **Tisha Campbell**, the Procurement Agent handling household moving services or e-mail tishac@iastate.edu. In all cases, please identify yourself as an incoming employee to ISU and leave a return telephone number. Please verify that your respective department has made this contact as well. You will need to have the following information:
 - • Name of the individual moving. • Home and work phone number of the individual. • Origin and destination of the move. • Maximum dollar amount allotted for the move.

Other FAQ's below are outlined in detail in the attached document link above.

- Maximum allowance for a Household move
- Containers and Packing/Unpacking
- Items not covered by ISU
- Invoicing
- Moving using rental equipment
- Moving using personal equipment
- Expenses associate with home sale/lease breakage will not be reimbursed, nor for moving plants or animals
- Reimbursement for moving expenses without using contracted services through ISU