

# Moving Information

## Relocation Expense Information

Arkansas Code 19-4-522 (5) (e) allows the payment of employee moving expenses from state funds by institutions of higher education. Within the fiscal limitations of departmental units of the University of Arkansas a dean, director, or department head may pay up to 10% of the annual salary in moving expenses for new faculty or professional staff employees. The Chancellor, Provost, or a Vice Chancellor may authorize payments greater than this amount. The terms of agreement for payment of moving expenses should be included in the letter of appointment. [See Policy 411.1](#)

When agreement has been made to pay moving expenses the University will pay for the following:

1. Moving the employees household goods and personal effects, including in-transit or foreign-move storage expenses, and
2. Travel, including lodging from the former residence to the new residence. This includes one nights lodging upon arrival at the new home destination. Subsequent nights of lodging are the responsibility of the employee.

The University has [contracted with a moving company](#) whose use is preferred, but not mandatory. Move scheduling should be done as soon as possible upon acceptance of employment, within one year from start of employment. If the University's contracted moving company is not used, three written moving estimates must be secured, one from Armstrong, and justification provided if the firm with the lowest estimate is not selected.

NOTE: The department should enter a requisition directly to the contracted moving company, when possible instead of a personal reimbursement. Receipts are required for all reimbursements.

For detailed information on Moving Expenses, see [Federal Publication # 521](#) (<http://www.irs.gov/publications/p521/ar02.html>)