

Selecting a Moving Company

You are responsible for selecting a household moving company and arranging the terms and conditions of the move. UW System has contracts with corporate moving companies for substantially reduced rates.

Piepho Moving & Storage, Inc.

<https://www.piepho.com/moving-services/university-of-wisconsin-moving-services/>

Nelson Westerberg

<http://www.americanvl.com/uw-systems/>

NOTE: If you choose not to use the UW's contract vendor, you may select any carrier, but payment/reimbursement will be limited to the lowest of three estimates, one of which must be a UW contract vendor.

Self-Moves

If you would rather relocate yourself, payment/reimbursement will be limited to the actual, reasonable and necessary costs for any hired labor in loading and unloading the household goods and for the rental of trucks, trailers, moving equipment, or other expenses directly related to the relocation. Neither you nor your spouse or dependents may be reimbursed for labor. Your reimbursement claim must be supported by original receipts. Estimates are not required from commercial carriers to support self-moves.

Tips for a Smoother Move

Prior to your move:

- Get rid of items you don't need or haven't used in a year before movers arrive. Get rid of hazardous materials.
- Do not move jewelry, money, coin collections, etc. Keep these items in your possession.
- Confirm dates and services to be performed with your contracted move coordinator. Notify carrier as soon as you know dates, preferably 2-3 weeks prior to move.
- Make a list of items in offsite storage/office and lab locations. List boxes as well as furniture and garage items.
- Make a list from attic, crawl spaces, closets and any other storage areas not readily available for viewing by the moving consultant.
- Make a list of items that will need special handling. This includes glass table tops, marble tops, taxidermy and heavy mirrors or pictures that may need wood crating.
- Check the access for loading and unloading at each stop for the move. Can an 18-wheel tractor-trailer moving van legally and logistically park within 75 feet of your front door? If not, long carry and perhaps even shuttle charges (loading and unloading a smaller truck) will be incurred. Are there elevators or stairs? These can add additional costs at both origin and destination.
- Do not have the phone disconnected at origin until after the house is empty. Communication is important.
- Provide phone numbers at destination including motel, new home, cell phone and work.

During Loading and Delivery:

- Your shipment will be given a window of dates for loading and delivery. The size of that window is dependent on the weight and distance of your shipment. Make sure you are present when loading and unloading occurs to ensure that all services are performed to your satisfaction. If you are not available in this time frame, waiting time charges maybe incurred.
- Make sure at the time of loading that you check the inventory sheet before signing it. Check the entire residence at the origin before the truck leaves to ensure that nothing was left behind or was taken by mistake.
- At unloading, make sure to check off each item as it is delivered and make notations for loss or damage before signing the form. Tour the new residence before the driver leaves to ensure everything is in the right place.
- Ask the driver to assemble anything that has been disassembled and ensure that all parts are there.
- If part of your shipment goes to storage, be sure that items are clearly marked for the temporary residence and check these items off at the destination.
- If you are moving an auto, you must inspect it immediately at the destination and file a claim, if necessary, within 24 hours of receiving the vehicle. Damage to household goods must be reported within the time specified by the vendor.



Employee Relocation Guide



For the complete Relocation Policy, please see:
<http://www.bussvc.wisc.edu/acct/policy/travel/relocat.html>

Questions should be directed to your Divisional Business Office.

Accounting Services
21 N Park Street, Suite 5301
Madison, WI 53715

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Welcome to UW Madison!



This guide has been assembled to assist employees with a domestic relocation to the Madison area. Please note that this guide is not all inclusive. Should any questions arise that are not addressed in this guide or if the relocation is international, please contact your Divisional

Business Office. In-depth information, policies and procedures for employee relocations can be found at <http://www.bussvc.wisc.edu/acct/policy/travel/relocat.html>.

How much will the University pay for my relocation?

The dollar amount for each relocation varies. You need to work with your Divisional Business Office to establish limits and gain preapproval.

How will my relocation expenses be paid?

Relocation expenses are paid in one of two ways:

- 1) Payment of an Employee Relocation Award (lump sum payment meant to cover all or a portion of your total relocation expenses)
- 2) Payment/reimbursement of actual relocation expenses

NOTE: Your Relocation Authorization Letter will specify the total amount of approved relocation expenses and how the payment(s) will be made.

Reimbursable Moving Expenses

Household Goods and Personal Effects such as:

- Furniture
- Cabinet/Closet contents
- Clothing
- Musical instruments
- Household appliances
- Food

Direct Costs Associated with the Relocation of Household Goods (additional fees charged by the moving company on the bill of lading):

- Line Haul
- Fuel/Insurance Surcharge
- Seasonal Rate Adjustment
- Long Carry
- Stairs
- Elevator
- Piano/Organ Moving
- Extra Labor
- Appliance Service
- One-way mileage cost at the present standard rate of moving one vehicle to the new residence using the most direct route*
- Purchase of containers/packing materials
- Ferry charges/Tolls
- Packing/Unpacking

* Mileage claim may not exceed mileage shown on the bill of lading

Non-Reimbursable Moving Expenses

- Property for resale
- Property not owned by the family
- Farm equipment
- Livestock
- Trailers
- Boats over 14 feet
- Mileage or hauling/towing of additional vehicles (motorcycles, trucks, recreational vehicles and automobiles)
- Building materials
- Items used in a personal business
- Items that may be found in a household, but which the carrier cannot or will not allow to be placed in the moving van (i.e. pets, flammable items, caustic aerosols, spoilable items, plants, jewelry, frozen foods, etc.)
- Swing sets, jungle gyms and other similar outdoor items
- Exclusive Use/Space Reservation/Expedited Service Charges
- Valuation/Additional insurance
- Extra pickup of household goods
- Storage
- Warehouse handling
- Weight additives for transporting any bulky articles
- Travel costs en route (meals, lodging, tolls, etc.)
- Overtime loading/unloading as required by the customer
- Weight and bulky article charges
- Third party services
- Storage for the convenience of the employee
- Other costs associated with the move

Temporary Lodging

In the process of relocating, it may be necessary for you to take up temporary lodging. The University is able to reimburse you for up to 45 nights of lodging at the current rate for the location and dates of stay. Meals/incidentals during this period are not reimbursable. Temporary lodging requires preapproval from your Divisional Business Office.

Tax Exemption

Your Divisional Business Office can provide you with a Tax Exemption Letter which verifies that you are UW staff conducting official business. This letter can be provided to vendors to tax exemption on application UW Madison business purchases.

Piecemeal Moves

Your Divisional Business Office may approve the payment/reimbursement of a piecemeal move so long as the total cumulative cost does not exceed the amount charged if the move had been accomplished in one trip.

Moving Office/Lab Equipment

If you need to move office/lab equipment, contact your Divisional Business Office in advance for assistance.

Tax Reportable Expenses

As of January 1, 2018, all relocation expenses will be reported to the IRS and will be on a W-2 provided at the end of the year.