



Financial Services

Moving Reimbursement Pre-Approval Request

[Show Instructions](#)

Initiator ID:

Initiator Name:

Business Officer ID:

Business Officer Name:

New Employee Details:

*Name:

*Email:

Job Title:

*Position Number:

*Employee's Start Date:

*Department:

*Faculty or Staff:

Estimate of Moving Expenses to be Reimbursed with State Funds:

Requirements are provided in detail in OSBM Budget Manual [Section 6.6 and 6.7](#). Use of state funds requires approval by the Chancellor once the expense reimbursement request is submitted.

Break Down of Estimated Moving Expenses:

Moving Household Items from Old Residence to New

Packing, Transportation, Transit Insurance and Unpacking (enter 3 bids, select desired bid, attach all 3 bids)

Bids must include: Shipment weight, number of cartons, charges for loading/unloading and cost of transit insurance coverage. If you are not using a professional moving company, you must enter at least one bid for comparison, and enter on a separate line your estimated costs to pack and transport your household items (e.g., truck rental, packing supplies, fuel). The estimated cost must be less than the professional moving company bid. Include any estimated mileage costs as "Other Estimated Expenses" rather than as part of the bid.

Select Bid Amount Name of Company Who Provided Bid

If the selected bid is not the lowest provide justification for choosing higher bid:

Other Estimated Expenses (This should generally be limited to pre-move house hunting expenses and travel expenses for day of move.)

Total Estimated Moving Expenses to be Reimbursed with State Funds:

NOTE: The reimbursement will not necessarily be limited to this estimate. See procedures for overall reimbursement limits.

Certification (enter initials to certify compliance):

I have read UNC Charlotte's Moving Expense Reimbursement/Allowance Procedures and understand what moving expenses are allowed and not allowed to be reimbursed with State Funds. I understand that I will not be reimbursed for moving expenses not allowed via the State's policies, including but not limited to movement of items that require special handling and/or packing, for costs of packing, transporting, and unpacking of household items over 15,000 lbs., and for transit insurance over \$1.25 per pound per article.

Requested Approvals:

Excess lodging approval. (See OSBM Budget Manual Sec. 5.1.7)

Approved

Not Approved

The following individuals will be approving the Moving Reimbursement Pre-Approval form. Once approved, a copy will be routed to AP for audit purposes.

Departmental Approver ID:

Departmental Approver Name:

Email this form and the required attachments to imagenowpay@uncc.edu