

MOVING EXPENSES

The University may pay the moving expenses of new Faculty and Staff, when appropriate. A list of [moving companies](#) who offer discounts for SIU Employees, Faculty, Students, Retirees and Alumni has been consolidated for your convenience.

Responsible Party	Action
Department	<p>Determines that moving expenses of a new Faculty or Staff Member is appropriate to be paid by University.</p> <p>Completes Moving Expense form and forwards to Purchasing MC 6813.</p>
Purchasing	<p>Receives completed Moving Expense form.</p> <p>Reviews Moving Expense form for:</p> <ul style="list-style-type: none"> • Social Security Number • Proper Signatures • Method of Payment <p>If any of the above information is not furnished, returns form to the Department.</p> <p>If method of payment is “to pay the Moving Company directly,” prepares a Letter of Intent and forwards to the Moving Company.</p> <p>Upon receipt of invoice from the Moving Company, or receipts of paid moving expenses from the individual, prepares and submits an Invoice Distribution Form to Accounts Payable with attachments for payment/reimbursement.</p>
Accounts Payable	<p>Receives Invoice Distribution Form with attachments.</p> <p>Enters information as “Employee Expense” into AIS system.</p> <p>Writes and mails check to the moving company or individual.</p>