

**ACADEMIC AFFAIRS**  
**PROCEDURES FOR REIMBURSEMENT OF MOVING EXPENSES**

1. **Step 1 (Employee, Department Office)**

- Either the department or employee completes the first section of the Moving Expense Reimbursement Form.
- The department completes the middle section of the form and secures the signature of the department head. The department sends the original form (or in the case of direct payment to moving van or rental truck agencies, the Purchase Requisition) and additional backup to the college office.

2. **Step 2 (College Office)**

- The college office completes the College Share, secures the dean's signature, and forwards the form and original paperwork back to the department office.

The department office creates a check request in the Concur Invoice System, and scans the receipts and the signed Moving Expense Reimbursement Form into Concur for financial manager approval.

**Step 3 (Controller's Office)**

- The Controller's Office reviews the paperwork to determine if various expenses submitted by the employee are covered under The Moving Expense Policy. Once the expenses have been approved, the Controller's Office:

-- Prints a copy of the Moving Expense Reimbursement Form, and if tenure-earning faculty, initials their approval and forwards it to the Academic Affairs Office.

3. **Step 4 (Academic Affairs Office)**

- The Academic Affairs Office completes the P&VPAA Share on the Moving Expense Reimbursement Form and secures the signature of approval from the Provost and Vice President for Academic Affairs for the transfer of funds.
- The Academic Affairs Office sends the college office and the department a copy of the Moving Expense Reimbursement Form and completed budget revision.

