

NEW EMPLOYEE MOVING EXPENSE FORM

Each hiring officer who approves the payment of moving expenses should provide the following information to the University Purchasing Department. The Purchasing Department will contact the new employee prior to soliciting quotes for the move. The buyer will discuss the procedures followed with the new employee at that time.



New Employee Name: _____ Hiring Department: _____

Start Date: _____ Contact Person: _____

Dept. Phone No: _____

Origin Information

Address: _____

City/State/Zip: _____

Contact Name: _____ Phone No: _____

Destination Information

Address: _____

City/State/Zip: _____

Contact Name: _____ Phone No: _____

MOVING EXPENSES AUTHORIZED BY THE DEPARTMENT: (These expenses may be limited by the type of items to be moved and/or a dollar limit.)

___ Standard items (see items with * on reverse side): Full amount for moving these items or limited to \$ _____.

___ All items that may be approved by the hiring officer (see column A on reverse side): Full amount for moving these items or limited to \$ _____.

___ Special items for which approval by a dean, director, or department head is required (see Column B on reverse side), please describe below. Full amount for moving these items or limited to \$ _____.

Approved by: _____
Academic Dean or Administrative Director

The undersigned hereby confirms that in accordance with "[Moving Expenses](#)" **Policy 4020, UBP**, UNM has agreed to pay the above named employee's moving expenses. The above limitations apply.

Hiring Officer's Signature: _____ Date: _____

Title: _____

TYPES OF MOVING EXPENSES

- Items in column B require approval from the academic dean or administrative director.
- An * indicates items included in standard moving expenses.

DESCRIPTION	A	B	DESCRIPTION	A	B
Employee's Vehicle *	x		Shop Equipment *	x	
Additional Vehicles	x		APPLIANCE: Disconnect/Connect *	x	
Boat/Trailer/RV/etc.		x	Built-ins Disconnect/Connect	x	
Library *	x		Gas Line Disconnect/Capping	x	
Laboratory	x		Gas Line Connect w/o Piping	x	
Other Professional Items	x		Gas Line Connect with Piping	x	
Lawn Furniture *	x		Water Softener - Disconnect		x
Decking/Patio Blocks	x		Water Softener - Move		x
Tractors/Riding Mowers *	x		DISASSEMBLY/ASSEMBLY:		
Swing Sets - not in Concrete *	x		Normal-Beds,Mirrors,Dressers*	x	
Swing Sets - not in Concrete	x		Pool Tables		x
Playhouse/Storage Shed - Move		x	Swing Sets	x	
Above Ground Pool/Spas - Move	x		Playhouse/Storage Shed		x
TV Antennae - Move *	x		Draperies/ Blinds		x
Satellite Dish - Move	x		Drain Waterbeds		x
SPECIAL HANDLING:			Partial Unpacking - Beds,etc *	x	
Antiques - Crating *	x		Full Unpacking	x	
Antiques - Extra Insurance		x	Packing *	x	
Piano/Organ - Tuning	x		Additional Pickup Location	x	
Collectibles - Packing *	x		Addition Drop Off Location	x	
Collectibles - Extra Insurance		x	Storage - up to 30 days	x	
Plants/Shrubbery - Moving		x	Storage - More than 30 days		x
Pets - Moving		x	Debris Pickup		x
Frozen Foods - Moving		x	Cleaning Services		x
Firewood - Moving		x	Insurance/\$50,000 Full Replace *	x	
Pool Tables *	x		Additional Insurance		x