

## MOVING AND RELOCATING SERVICES

In some cases, the University may pay for faculty and staff moving expenses up to the state limit contingent upon the circumstances and the budget of the university department paying for the move. The individual moving is responsible to arrange the move. The department is responsible for ensuring the employee being moved has submitted all the proper paperwork. If Mason will be covering moving expenses, there are three options available which are outlined below.<sup>1</sup>

1. The University has contracts with four different moving companies. The relocating individual has the option to choose any of these vendors and obtain a price quote from the selected vendor and proceed without a competitive bid. Current firms on contract are:

**Lawrence Transportation Systems**  
(Division of United Van Lines)  
872 Lee Highway  
Roanoke, VA 24019  
540-966-4508  
<http://www.lawrencetransportation.com/>  
Listed in eVA as: Lawrence Transportation Systems  
eVA Vendor ID: E23907

**Premier Transfer & Storage/Mayflower Transit, LLC**  
415 Cambria Street  
Christiansburg, VA 24073  
(540) 552-1231  
Toll Free: (800) 634-8571  
<http://www.premier-transfer.com>  
Listed in eVA as: Premier Transfer & Storage  
eVA Vendor ID: E2294

**East End/Corrigan/United Van Lines**  
John D. Silvernail, Corporate Relocation Consultant  
150 Jarley Rd.  
Rochester, NY 14623  
800-333-0763  
<http://www.goguild.com/spencerport/east-end-corrigan-united-van-li/>  
Listed in eVA as: Corrigan Moving Systems – New York LLC  
eVA Vendor ID: VS0000063566

**Young Moving & Storage/United Van Lines**  
Lawrence Davis, VP Business Development  
4000 Mayflower Drive  
Lynchburg, VA 24501  
877-764-9329

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<sup>1</sup> The university follows state moving and relocation guidelines. Further details are available in the [Commonwealth Accounting Policies and Procedures \(CAPP\) Manual](#) in the [Moving and Relocation Section, #20345](#).

<http://www.youngmoving.com/>

**Listed in eVA as: Young Moving & Storage**  
**eVA Vendor ID: C12695**

\*See the Virginia Association of State College and University Purchasing Professionals [VASCUPP](#) contract list for additional vendors.

2. The relocating individual can request bids from the contracted vendors in option #1 above and either go with the lowest bid or justify going with the non-low bid.
3. The relocating individual can choose not to use contracted vendors and solicit their own bids going with the lowest bid or justify going with the non-low bid.

Moving and relocating services can be handled on a reimbursement basis. However using the contracted vendors allows for the issuance of a purchase order and the moving individual has little or no out of pocket expenses. To use a contracted vendor, departments must submit a:

- eVA Purchase requisition
- Tenure agreement<sup>2</sup> (an agreement that the new faculty or staff person will remain employed at Mason for 12 months) and
- Vendor Quotes

to the Mason buyer who will issue an eVA purchase order to the moving company if the move is over \$2000. If the move is under \$2000, the Mason department will issue an eVA purchase order.

Travel related to moving and relocation is also eligible for reimbursement and is limited to<sup>3</sup>:

- Trips for actual house hunting (prior to the first day of work),
  - Limited to three (3) trips for the employee and three (3) trips for the spouse.
  - The maximum number of reimbursable lodging nights is fifteen (15). A night of combined lodging for both the employee and spouse counts as one night.
- The initial trip (employee's move to new residence), after employment at Mason; and,
- The trip to bring the family to the new residence (temporary or permanent).

Complete information on covered moving and relocation expenses and reimbursement procedures can be found in [Section 20345](#) of the CAPP Manual. If you have any questions, please contact Penny Smith at 703.993.2623 or via email at [psmit6@gmu.edu](mailto:psmit6@gmu.edu).

Additional relocation services are available through HR & Payroll. Please visit <http://hr.gmu.edu/worklife/relocation> or call HR & Payroll at 703.993.2600 and ask for the work/life team.

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<sup>2</sup> Both the requisition and the tenure agreement are available in [Section 20345](#) of the CAPP Manual, pages 41-42.

<sup>3</sup> [CAPP 20345](#)