

Moving and Relocating Services

In some cases, the University may pay for faculty and staff moving expenses up to the state limit and contingent upon the employee's written agreement with the university department paying for the move. The individual moving is responsible for arranging the move. The department is responsible for ensuring the employee being moved has submitted all the proper documentation. 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](#).

The University has contracts with three moving companies and recommends getting at least two competitive quotes. The relocating individual, however, has the option to choose any vendor, obtain a written price quote from the selected vendor and proceed without a competitive bid.

Current firms on contract are:



Your Mason contact at Interstate:
Mary Enright - Phone: 703.226.3264
Toll Free: 800.999.1001 ext. 3264
Fax: 703.923.1601
Email: Mary.Enright@invan.com
Website: [Interstate Relocation Services](#)
[Mason's Team at Interstate](#)



Your Mason contact at Kloke Group:
Donna Erickson - Phone: 866.666.7679
Email: derickson@kloke.com
Website: [Kloke Group](#)



Victory Van Corporation
Your Mason contact t Victory Van Corporation:
Dave Lenon - Phone: 703.461.6455
Email: lenon@victoryvan.com
Akia Turner - Phone: 703.461.6415
Website: [Victory Van Corporation](#)

Note: The Virginia Association of State College and University Purchasing Professionals [VASCUPP](#) contract list may have additional vendors with contracted rates. For assistance with selecting and/or contacting a vendor please call the Purchasing Office at 703-993-2089

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Moving and relocating services may also be handled on a reimbursement basis. However, to avoid potential out of pocket expenses for the common carrier portion of the move, Mason encourages a purchase order be issued to the common carrier. When the move is estimated to be over \$2,000 the department must submit the documentation listed below to a buyer in the Purchasing Office, who will issue an eVA purchase order to the moving company. If the move is under \$2,000, the Mason department will issue an eVA purchase order to the moving and relocation vendor directly and attach the same documentation to the eVA order.

- ✓ eVA Purchase requisition
- ✓ Tenure agreement (an agreement that the new faculty or staff person will remain employed at Mason for 12 months) and
- ✓ Vendor Quote(s)

Travel related to moving and relocation is also eligible for reimbursement and is limited to:

- 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 (including tenure agreement) may be found in [Section 20345](#) of the CAPP Manual. Fiscal Services provides additional online resources for departments and faculty/staff at [Moving & Relocation Reimbursement](#). For questions related to moving and relocation, please contact Penny Smith at 703.993.2623 or via email at psmit6@gmu.edu.

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