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 for arranging the move. The department is responsible for ensuring the employee being moved has submitted all the proper documentation. If Mason will be covering moving expenses, there are three options available which are outlined below.¹

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

**INTERSTATE Moving | Relocation | Logistics**
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

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**Kloke Group**
Relocation • Moving • Storage
*Personal, Professional, Proud*
Your Mason contact at Kloke Group:
Donna Erickson Phone: 866.666.7679
Email: derickson@kloke.com
Website: Kloke Group

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**Victory Van Corporation**
Your Mason contact at Victory Van Corporation:
Dave Lenon
Phone: 703.461.6455
Email: lenon@victoryvan.com
Akia Turner Phone: 703.461.6415
Website: Victory Van Corporation

¹ 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.
*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\(^2\) (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\(^3\):

- 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.

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.

October 19, 2012

\(^2\) Both the requisition and the tenure agreement are available in Section 20345 of the CAPP Manual, pages 41-42.  
\(^3\) CAPP 20345