



VCU Procurement Services

Moving & Relocation Planning Checklist* For Departments

Employee _____

Index: _____

Department/Authorized Approver _____

_____ Moving & Relocation Agreement Signed by Employee and Department

Recommendation: Send with offer letter if appropriate, Include Employee Moving & Relocation Checklist
Send signed agreement to moverelocate@vcu.edu before expenses are incurred.

_____ Moving & Relocation/Related Travel Policies Communicated to Employee

Including (but not limited to): Taxable expenses, GSA limits for lodging, Per Diem rates for meals, and documentation requirements for all reimbursements

_____ Contract Common Carrier Vendor

VCU Contracted Vendor: Quotes not required

Non-VCU Contracted Vendor & Less Than \$10,000 - Quotes Not Required

Non-VCU Contracted Vendor and Greater than \$10,000 - 3 Quotes Required (*contact Procurement Services*)

_____ Requisition/Purchase Orders for Common Carrier Submitted & Approved

Requisition #

PO#

_____ Final Move Completed

Collect personal reimbursement documentation from employee & complete Moving & Relocation Workbook:

_____ House Hunting (*itemized receipts, itineraries, maps*)

_____ Temporary Lodging/Cancellation of Lease (*applicable lease, proof of payment*)

_____ Selling/Buying Residence (*signed settlement agreements*)

_____ Final Move (*itemized receipts, itineraries, maps*)

_____ Self Move (*itemized receipts & proof of payment, maps*)

_____ Common Carrier/Storage (*invoice/receipts, quotes if required, PO documentation*)

_____ Moving & Relocation Reimbursement Request(s) Submitted

Required documentation: Workbook, Signed M&R Certification, all supporting documentation, agreement if not submitted previously. Email to moverelocate@vcu.edu.

* Checklist is for reference & planning purposes only. This checklist does not guarantee reimbursement nor does it supersede stated Moving & Relocation, Travel or Procurement policies. These policies are available for review at www.vcu.edu/procurement