



To: New Faculty and Academic Professionals

Welcome to the Sandra Day O'Connor College of Law. We look forward to working with you here at Arizona State University.

This brochure contains information about a variety of moving-related issues. I hope you will find it useful during your move to the Phoenix area.

If there is anything that the Business Office staff and I can do to facilitate your move, please feel free to contact us at any time. The names, telephone numbers, and emails of the Business Office staff are included in this brochure.

Again, welcome to the Sandra Day O'Connor family and I look forward to meeting you.

Peggy Murphy Payne
Assistant Director Business Services
1100 S. McAllister Ave.
P.O. Box 877906
Tempe, AZ 85287-7906
Direct: 480-965-0621
Fax: 480-727-6508

AMOUNT ALLOCATED FOR MOVING EXPENSES

Please refer to your offer letter for the amount available for relocation and moving related expenses. This allocation may be used for a combination of purposes related to relocation to the Phoenix area. Costs may include transportation of household goods moved with or without the help of a professional moving company. Moving expenses paid to an ASU employee or on behalf of an ASU employee are reported as additional income on Federal Form W-2.

We have included below items that are non taxable moving related expenses.

Deductible Expense Reimbursement to the Employee

Items that may be reimbursed and not included in taxable income on the employee's W-2 are:

1. Transportation of household goods and personal effects:
 - a. cost of a moving company (per approval by Purchasing and Business Services may be direct-billed to ASU and paid directly to the moving company by ASU)
 - b. cost of truck rental in a self-move situation
 - c. actual fuel purchases in a self-move situation, or 23 cents per mile
 - d. packing, crating, transporting, and unpacking of goods
 - e. parking fees and tolls while in transit
 - f. car shipping cost
 - g. storage of household goods and personal effects for a period of up to 30 days.
2. Travel to new household:
 - a. airfare (coach)
 - b. lodging only while in transit (this includes one night at the old location and one night upon arrival at the new location; lodging rates used by ASU employees for business travel and published on the Financial Services travel-related Web site are used as a guide for determining the reasonableness of the lodging rate reimbursed for moving expenses)
 - c. actual fuel purchases, or 23 cents per mile
 - d. parking fees and tolls while in transit
 - e. cost of one trip to new home per household member; household members need not travel at the same time.
3. Other deductible moving expenses per IRS Publication 521.

Supporting documentation, including original, itemized receipts, and a completed and signed Employee Moving Expenses Reimbursement Worksheet should be turned in to the Business Office. For your convenience a copy of this form is included within this brochure.

To help expedite the reimbursement process, there is an additional worksheet (not required) to help calculate your expenses. The [Moving Expense Optional Information Sheet](#) can be found at:

<http://www.asu.edu/fs/forms/MovOptionalInfoSheet.pdf>

Nondeductible Expense Reimbursement to the Employee

Nondeductible moving expenses are considered additional compensation to the new employee and must be processed through the payroll process of Human Resources. The nondeductible moving expense will be taxed at a tax rate of approximately 42 percent (includes federal and state income taxes and Social Security and Medicare taxes). Reimbursed nondeductible moving expenses will be included, net of taxes, in the employee's next regular paycheck and will be reported as additional compensation on the employee's annual IRS Form W-2 in Box 1

Examples of nondeductible moving expenses include the following.

Pre-move house hunting trip:

1. One trip allowed generally limited to one week in duration.
2. Airfare, rental car, fuel purchases, meals and lodging permissible with appropriate receipts. Lodging reimbursements are limited by the applicable *per diem* rates used by ASU.

Travel of household:

1. Meals for family while in transit will be reimbursed based upon actual itemized receipts. Meals reimbursement will be limited to what is reasonable and appropriate to the travel circumstances. Meal *per diem* amounts may be claimed without receipts. The *per diem* rates can be accessed by logging onto: <http://cfo.asu.edu/fs-travel-perdiem>.
2. Mileage expense in excess of 23 cents per mile may be reimbursed as long as the total taxable and nontaxable mileage rate does not exceed 44.5 cents per mile.
3. Housing after first night of arrival is considered to be temporary living expenses and, as such, may be reimbursed for a period of up to one month.

Car rental on arrival while personal vehicle is being shipped is limited to one week.

Return trips to a former home location to conclude personal business, such as selling the home, are nondeductible. You will only be reimbursed for one house hunting trip (usually one week duration) and the actual travel moving expense.

If you have any questions about tax consequences of your move reimbursement, please contact your personal tax advisor.

MOVING WITHOUT THE HELP OF A PROFESSIONAL MOVER

Original receipts for all reimbursable expenses (e.g., moving van rental, hotel and meal expenses, mileage, and paying an individual to assist in loading/unloading of household goods) will be required if the employee is moving without the help of a professional moving company. Reimbursement will **not** be made for items purchased such as cars, trailers or vans. Attach original receipts to the request for reimbursement and send to the Sandra Day O'Connor (SDOC) College of Law Business Office, Ross-Blakley Law Library, Room 213.

USING A MOVING COMPANY

Purchasing and Business Services maintains contracts with national moving companies. These contracts offer discounts on household goods, shipments and on storage in transit. They also provide free replacement value insurance, rebates for late pickup or delivery, and guaranteed price estimates. For your convenience a list of approved movers is included within this brochure.

If an ASU-approved moving company cannot handle the move, a minimum of two estimates need to be obtained from other moving companies and forwarded to Business Services Office to be forwarded to Financial Services for approval prior to engaging the moving company.

PROCEDURES

Regardless of the state where you are currently located, contact the **Phoenix booking agent** for each of the moving companies. This will allow you to maximize all the benefits/discounts that are contracted by ASU and have the cost directly billed to ASU.

- Obtain at least **two** quotes from moving companies for price estimates.
- Confirm the amount that SDOC has agreed to pay on your offer letter.
- Ask for a written binding estimate, based on a walk-through inspection of your home. (Telephone estimates will not be accepted.)
- Retain these estimates for submission.

After deciding on a moving company, contact Peggy Murphy Payne (480) 965-0621 Peggy.Payne@asu.edu. She along with the ASU Purchasing agent, Megan Becka, (480) 965-4370 Megan.Becka@asu.edu will help you finalize your plans in order for you to make arrangements with the moving company regarding direct billing.

Give the moving company a **(local to Tempe)** phone number to call when the furniture arrives. Moving companies will normally place household goods in storage if owners cannot be reached. This service may be charged to you.

AFTER THE MOVE

Complete Sections B and C of the Employee Moving Expenses Reimbursement Worksheet and attach original receipts. Complete the optional Moving Expense Optional Information Sheet as needed and send to the SDOC Business Office for processing.

For more information on how to fill out the moving document, please refer to:
<http://www.asu.edu/fs/forms/MovExpWkshtInstructions.pdf>

**ARIZONA STATE UNIVERSITY
EMPLOYEE MOVING EXPENSE REIMBURSEMENT WORKSHEET**

To avoid delay in processing reimbursement, please read the related instructions before completing form!

EMPLOYEE NAME

ASU ID #

PART A: DEDUCTIBLE EXPENSES (NONTAXABLE):

Transportation of household goods and personal effects	\$ _____
Travel to new job location: (date of move _____)	
Lodging in transit, last night at old job location, first night at new job location	_____
Airfare	_____
Actual automobile expenses OR	_____
Mileage (_____ miles * current IRS rate, see Travel Mileage Chart)	_____
Parking/toll fees paid while in transit _____	
Other (specify) _____	_____
Storage of household goods and personal effects (30 days maximum)	_____
Car shipping costs	_____
Other (specify) _____	_____
TOTAL DEDUCTIBLE EXPENSE REIMBURSEMENT	\$ _____

PART B: NONDEDUCTIBLE EXPENSES (TAXABLE) TO BE REIMBURSED NET OF TAX THROUGH PAYROLL:

Meal expenses while in transit (no alcohol)	\$ _____
Portion of mileage reimbursement greater than current IRS rate	_____
Pre-move house hunting expenses (date of pre-move trip _____)	_____
Other nondeductible expenses (be specific, use back of form if more space is needed)	
_____	_____
TOTAL NONDEDUCTIBLE EXPENSE REIMBURSEMENT:	\$ _____

PART C: EMPLOYEE CERTIFICATION

I understand that I will be taxed on the reimbursement of my nondeductible moving expenses and that both deductible and nondeductible moving expenses will be reported on my annual W-2 Wage and Tax Statement.

Signature of employee requesting reimbursement

Date

PART D: DEPARTMENTAL AUTHORIZATION OF NONDEDUCTIBLE REIMBURSEMENT:

Amount of Total Nondeductible Expenses to be charged to agency/org	\$ _____
	(Must equal amount from part B)
Agency/org to be charged: _____	
X _____	
Authorized Agency/Org Signer	

FINANCIAL SERVICES/WEST BUSINESS SERVICES REVIEW:

x _____
Accountant's Signature/Date

Submitted to payroll on _____

COMMONLY ASKED QUESTIONS

Q. Do I have to use one of the moving companies with which ASU has a contract?

A. No, but if you don't you will be directly responsible for all arrangements, including payment of the bill directly to the moving company.

Q. Can I work through a local moving company affiliate in my hometown instead of the Phoenix office?

A. You may, but only the Phoenix office of the moving company has copies of the ASU contract and you are likely to obtain better services if you work through them. After you contact the Phoenix office, they will make all necessary arrangements with the local affiliate in your area to ensure timely and correct handling of your move.

Q. The moving company calls me and gives me a verbal bid without physically viewing the contents of my home. Is that acceptable?

A. No. In order to receive a written **binding estimate**, it is necessary that a representative of the moving company physically inspect the contents of your home.

Q. For what purposes can I use my moving allocation?

A. The allocation can be used for most reasonable and customary expenses, as outlined in IRS Publication 521 (<http://www.irs.gov/publications/p521/index.html>), that you may have to incur to move yourself, members of your family and household goods. You cannot purchase alcoholic beverages and capital items defined as items costing over \$2,000.

Q. Can I receive the allotment in one lump sum to use as I please?

A. No. Reimbursements can only be made on the basis of actual expenses supported by original receipts.

Q. Does ASU offer relocation services besides moving?

A. Yes. We have one business in the area who offer support services for new hires to ASU. It is Above and Beyond Relocation Services, LLC.

Their services can be reviewed at <https://cfo.asu.edu/hr-relocation>.

AUTHORIZED MOVING COMPANIES

Departments: Use the Vendor ID listed next to each name for your RX in [Advantage](#)

Daniel's Moving & Storage, Inc. Vendor # 860498058 (Atlas Agent)

6131 W. Van Buren St.
Phoenix, AZ 85043-3532
Cell Ph: 602.324.3847
Office Ph: 602.278.6110 or 877.278.6110
Fax: 602.484.0810

Booking Agent: Kyle Hatfield
E-mail: kyle@danielsmoving.com
Website: www.danielsmoving.com

Dircks Moving Services, Inc. Vendor # 431881479 (Mayflower Agent)

4340 W. Mohave Street
Phoenix, AZ 85043
Ph: 602.269.5549 or 800.523.5038
Fax: 602.267.8188

Booking Agent: Rick Dircks or Kim Lange
E-mail: rdircks@dircks.com
Website: www.dircks.com

Graebel Companies, Inc. Vendor # 860172236

1120 N. 47th Avenue
Phoenix, AZ 85043
Ph: 480.370.8755 or 800.373.4851
Fax: 602.447.0554

Booking Agent: Gary Estep
E-mail: gestep@graebel.com
Website: www.graebel.com

Horizon Moving Systems, Inc. Vendor # 860224046
(United Van Lines Agent)

1717 E. Maricopa Freeway
Phoenix, AZ 85036
Ph: 602.252.5566 or 800.528.5302
Fax: 602.252.5433

Booking Agent: Kelvin Hamman
E-mail: khamman@horizonmoves.com
Website: www.horizonmoves.com

Law School Business Services/Department Contacts

Business Operations

Peggy Murphy Payne
Assistant Director Business Services
Direct: 480-965-0621
Peggy.Payne@asu.edu

Human Resources

Suzanne Morris
Business Manager, Sr.
Direct: 480-965-3112
Suzanne.Morris@asu.edu

Human Resources/Student Workers

Lisa Highley
Business Manager
Direct: 480-727-7703
Lisa.Highley@asu.edu

Foundation Accounting/Payables and Reimbursement

Wilma Walsh
Accountant
Direct: 480-727-6990
Wilma.Walsh@asu.edu

Payables and Reimbursements/Employee Travel Manager

Nanci Beardsley
Office Specialist, Sr.
Direct: 480-965-9774
Nanci.Beardsley@asu.edu

- The Sandra Day O'Connor Business Office is located in the Ross-Blakley Law Library, Second Floor - Room 213.
- The fax number for the Business Office is 480-727-6508.

SHORT TERM HOTELS NEAR ASU

	Complimentary Breakfast	Fitness Center	Pets Allowed	High Speed Internet	Pool/Hot Tub	Microwave/Stove	Refrigerator	On-Site Laundry	Miles to ASU
Budget Suites: 800.932.0044 825 South Dobson Rd., Mesa, AZ, 85202	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.7
Candlewood Suites: 800.480.777.0440 3220 S. 48th Street, Tempe, AZ 85040	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.9
Comfort Inn: 800.660.6246 1031 East Apache Blvd., Tempe, AZ 85281	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.06				
Extended Stay America: 800.398.7829 2165 W 15th Street, Tempe, AZ, 85281	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.3
Hampton Inn: 800.426.7866 1429 N Scottsdale Rd., Tempe, AZ 85281	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.2
Hawthorne Suites: 800.527.1133 2301 E Southern Avenue, Tempe, AZ 85282	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.9				
Homewood Suites: 800.225.5466 4750 East Cotton Center Blvd., Phoenix, AZ 85040	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.8
Marriott Residence Inn: 800.331.3131 5075 South Priest Drive, Tempe, AZ 85282	<input checked="" type="checkbox"/>	4.4							

*medical assisted pets only

Please note that the hotel information may change without the knowledge of SDOC Business Office.

Call location for availability and current rates.