
From: Business Services Advisory Grp <BSAG-L@LISTSERV.UGA.EDU> on behalf of Jennifer D Collins <jfinch@UGA.EDU>
Sent: Tuesday, August 25, 2015 11:36 AM
To: BSAG-L@LISTSERV.UGA.EDU
Subject: Relocation Expenses Workshop

TO: BSAG Members
FROM: Purchasing & Payables Committee
RE: Relocation and Moving Expenses

Good morning BSAG members. As reported by Claire Boyd at our June meeting, the University has established contracts with two moving service providers, Armstrong Relocation and Graebel Moving Services. When utilizing one of these contract vendors, the University will make payment directly to the vendor regardless of dollar value provided sufficient REA funds are available. The new employee or hiring official should contact Procurement to be matched to one of the providers.

Employees are encouraged to utilize one of the contracted vendors; however, they are permitted to use non-contract vendors for household goods moves.

The Relocation Expenses policy has been updated and can be viewed at <http://www.policies.uga.edu/FA/nodes/view/1051/Relocation-Expenses>.

Items 26 and 42 on the Business Process Improvement list both addressed a need for the submission of relocation reimbursements to be an electronic process. Beginning September 1st, relocation payments to third party vendors and related employee reimbursements can be submitted utilizing UGAMart. Screenshots of the process can be viewed below.

http://www.busfin.uga.edu/accounts_payable/relocation_screenshots.pdf

The new reimbursement process is not mandatory; however, it is an alternative to the paper submission of the reimbursement packet.

A relocation workshop will be offered on Thursday, August 27th from 10:00am until 12:00pm at Masters Hall in the Georgia Center. The workshop will include general relocation policy training, an in-depth review of changes to the current policy, and a demonstration of the new payment request process. In addition, representatives from the University's two contracted vendors, Armstrong Relocation and Graebel Moving Services, will be in attendance to respond to questions about provided services.

If you have questions regarding the relocation policy or relocation payment process that you would like addressed at the workshop, please email them to Jennifer Collins at jfinch@uga.edu by noon on Wednesday, August 26th.

This workshop will be available via Wimba. Instructions for Wimba will be sent Thursday morning. The session will be archived. A link to the archived session will be distributed after the workshop.

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