



On the Move to ASU's West Campus



**Office of the Assistant Vice President
Business & Finance at the West campus**

TO: New Faculty and Academic Professionals

It is with a great deal of enthusiasm and excitement that I join my colleagues in welcoming you to ASU at the West campus!

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 my staff and I can do to facilitate your move, please feel free to contact us at any time. The names, telephone numbers and e-mail addresses of West campus staff that you may need to contact are provided in this brochure.

Again, welcome to ASU's West campus family and I look forward to meeting you.

Barry R. Bruns
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Business & Finance
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AMOUNT ALLOCATED FOR MOVING EXPENSES

Under ASU's West campus policy, the typical amount available for relocation and moving related expenses is \$2,500.

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.

If you have any questions about tax consequences of your move reimbursement, contact Larry Carlson, Senior Business Manager, (602) 543-7715.

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 Check and send to Financial Accounting and Support Services
(Accounting, Mail Code 0451).

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.

If an ASU-approved moving company cannot handle the move, a minimum of two estimates needs to be obtained from other moving companies and forwarded to Purchasing and Business Services by the employee's department for approval prior to engaging the moving company.

PROCEDURES

Call at least two moving companies to ensure the lowest possible cost & direct billing to ASU's West campus.

(It is necessary that you call the **Phoenix** office of these moving companies in order to benefit from discounts and have the cost directly billed to ASU's West campus.)

Ask for a written binding estimate, based on a walk-through inspection of your home.
Retain these estimates for submission.

After deciding on a moving company, call the ASU's West campus department contact person in your hiring unit **before** finalizing your plans. This contact person (phone numbers and e-mail addresses provided on last page of this brochure) will make arrangements with the moving company regarding direct billing.

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

ARIZONA STATE UNIVERSITY
EMPLOYEE MOVING EXPENSES REIMBURSEMENT WORKSHEET

For deductible expenses, Sections (A) and (C) must be completed and this worksheet, along with supporting documentation and a Request for Check form, forwarded to Financial Services, or for ASU West departments to West Business Services, at the below address. For nondeductible expenses, Sections (B), (C), and (D) must be completed and this worksheet, along with supporting documentation, forwarded to Financial Services, or for ASU West Departments to West Business Services. If deductible and nondeductible expenses are being reimbursed then all sections must be completed.

EMPLOYEE NAME

ASU ID NUMBER

(A) DEDUCTIBLE EXPENSES TO BE REIMBURSED ON REQUEST FOR CHECK FORM:

TOTAL DEDUCTIBLE EXPENSE REIMBURSEMENT WILL BE INCLUDED ON EMPLOYEE'S W-2 IN BOX 13. You can deduct only those expenses that are reasonable for your move. Supporting documentation must be attached. The employee requesting reimbursement must sign in Section (C).

Transportation of household goods and personal effects:	\$ _____
Travel to new household:	
Lodging:	\$ _____
Actual automobile expenses or mileage calculated at 18 cents per mile (one trip):	\$ _____
Parking/toll fees paid while in transit (subject to 30 day limit):	\$ _____
Storage of household goods and personal effects (subject to 30 day limit):	\$ _____
Car shipping costs:	\$ _____

TOTAL DEDUCTIBLE EXPENSE REIMBURSEMENT: \$ _____
(Amount on request for check cannot exceed Total Deductible Expenses)

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

TOTAL NONDEDUCTIBLE EXPENSE REIMBURSEMENT WILL BE INCLUDED ON EMPLOYEE'S W-2 IN BOX 1 - TAXES WILL BE WITHHELD AT APPROXIMATELY 42%. Supporting documentation must be attached. Section (D) must also be completed if any nondeductible expenses are being reimbursed. Employee requesting reimbursement must sign in Section (C).

Meal expenses while in transit to ASU:	\$ _____
Portion of mileage reimbursement calculated at greater than 18 cents a mile:	\$ _____
Pre-move house hunting expenses:	\$ _____
Other nondeductible expenses (please specify, attach itemized list if more room is needed):	\$ _____

TOTAL NONDEDUCTIBLE EXPENSE REIMBURSEMENT: \$ _____
(Amount in Section (D) cannot exceed Total Nondeductible Expenses)

(C) EMPLOYEE CERTIFICATION: *I understand that both deductible and nondeductible moving expenses will be reported on my annual W-2 form.*

Signature of Employee Requesting Reimbursement

Date

(D) DEPARTMENTAL AUTHORIZATION OF NONDEDUCTIBLE REIMBURSEMENT:

Must be completed if any nondeductible expenses are being reimbursed. Authorized signer approves charges of indicated area/org for nondeductible reimbursement (through the Payroll system) and applicable employee related expenses (ERE). No Payroll Action form (PAF) is required.

Agency/Org to be charged: _____ Amount ⁽¹⁾ of Total Nondeductible Expenses to be charged to area/org \$ _____

Authorized Agency/Org Signer

⁽¹⁾ In addition to the amount indicated on this line, ERE of approximately 8% will be charged to all non-state area/orgs

Financial Services/West Financial Services Review:
Accountant will forward a copy of approved Worksheets containing nondeductible reimbursements to the Manager of Payroll.

Completed Worksheets, along with support documentation and Request for Check form (if applicable) should be sent to:
Financial Services, Attn: Moving Expenses, Mail Code 5812, or
West Financial Services, Attn: Moving Expenses, Mail Code 0451

Accountant's Signature/Date

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 the \$2,500 allocation?

A. The \$2,500 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 \$2000.

Q. Can I receive the \$2,500 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.

Authorized Moving Companies

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

Berger Transfer & Storage - RX Vendor # 410677589

(Allied Van Lines Agent – formerly ABC Moving)

3326 E Wier Avenue

Phoenix, AZ 85040

Ph: 602.254.7181

Fax: 602.243.0123

Booking Agent: Danny Lamas

E-mail: Dannyl@bergerallied.com

Dircks Moving Services, Inc. - RX 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 Tara Dewey

E-mail: rdircks@dircks.com

Website: www.dircks.com

Graebel Companies, Inc. - RX Vendor # 860172236

1120 N. 47th Avenue

Phoenix, AZ 85043

Ph: 602.447.0200 or 800.723.6683

Fax: 602.447.0554

Booking Agent: Mark Frazier

E-mail: mfrazier@graebel.com

Website: www.graebel.com

Horizon Moving Systems, Inc. - RX 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 (602-462-2170)

E-mail: khamman@horizonmoves.com

Website: www.horizonmoves.com

Olympian Worldwide Moving & Storage - RX Vendor # 860866238

(Bekins Van Lines)

2225 S. 43rd Ave, #2

Phoenix, AZ 85009

Ph: 602.269.2225 x114

Fax: 602.233.9810

Booking Agent: J. Tom Davidson

E-mail: tdavidson@moveolympian.com

**PHOENIX AREA HOTELS OFFERING
ASU'S WEST CAMPUS RATES**

Reservations must be made by phone. Ask for "ASU's West campus rates" before you book your rooms. You may check further details at: <http://www.west.asu.edu/adaff/auxs/events/hotels.htm>

Link to ASU contracted hotels: <http://www.adtrav.com/adtravnuke/tabid/349/default.aspx>

Quality Inn and Suites at Talavi

3 miles from ASU's West campus

5511 W. Bell Road,
Glendale, AZ 85308
PH: 602-896-8900 FAX: 602-896-8991
Continental Breakfast & USA Today delivered to room daily
Two, 2-line phones with voice mail
Refrigerators, microwave coffee makers, iron/boards, hair dryers

Embassy Suites

3.9 miles from ASU's West campus

2577 W Greenway Rd
Phoenix, AZ 85023
PH: 602-375-1177
Contact: Geri Adelson 602-375-1777
Email: geriadelson@qwest.com
Complimentary cooked –to-order breakfast
Complimentary Manager's reception nightly

Wellesley Inn & Suites

4.89 miles from ASU's West campus

11211 N. Black Canyon Highway,
Phoenix, AZ 85029
PH: 602-870-2999
Spacious living and sleeping areas
Full size, fully equipped kitchen, iron/board
2-line speaker phones w/voice mail
Free continental breakfast at The Breakfast Table
Pool and Fitness Center
Guest laundry & valet services

Four Points by Sheraton

4.3 miles from ASU's West campus

10220 N. Metro Parkway East
Phoenix, AZ 85051
PH: 602-331-9899 FAX: 602-997-1034
Contact: Laurie Secor 602-331-9817
Email: lsecor@fourpointsphx.com
Complimentary wireless Internet in all guest rooms

Crowne Plaza North-Phoenix Hotel

5 miles from ASU's West campus

2532 W. Peoria Ave
Phoenix, AZ 85029
1-888-797-9878 FAX: 602-371-8470
Contact: Joni Gilbert 602-331-9329
Email: jgilbert@cphoenixhotel.com

Candlewood Suites

5.3 miles from ASU's West campus

11411 N Black Canyon Hwy (I-17)
Phoenix, AZ 85029
PH: 602-861-4900 FAX: 602-861-4940
Contact: Laurie Chenoweth 602-861-4900
Email: lauriechenoweth@ichotelgroup.com
Fully equipped kitchens
Free movie and CD checkout
Rates decrease the longer you stay

AmeriSuites Phoenix Metrocenter

5.4 miles from ASU's West campus

10838 N. 25th Ave.,
Phoenix, AZ 85029
PH: 602-997-8800 FAX: 602-997-4218
Complimentary continental breakfast
Kitchenette, outdoor heated pool
USA Today,

Sheraton Crescent Hotel

5.6 miles from ASU @West Campus

2620 W. Dunlap Ave.
Phoenix, AZ 85021
PH: 1-800-784-1180
Contact: Marie Simpson 602-943-8200 x 2713
Tiffany 602-943-8200 x 2733

Sleep Inn by Choice Hotels

5.7 miles from ASU @West Campus

18235 North 27th Ave. (just south of Union Hills)
Phoenix, AZ 85053
PH: 602-504-1200
Two-line phones; Voice Mail; Fax/Copy Service

Courtyard by Marriott

5.9 miles from ASU's West campus

9631 N Black Canyon Hwy
Phoenix, AZ 85021
PH: 602-944-7373 FAX: 602-944-0079
Contact: Donna Henthorn 602-944-7373
Email: donnahentorn@marriott.com

Country Inns & Suites

6.6 miles from ASU's West campus

20221 N 29th Ave.
Phoenix, AZ 85027
PH: 623-879-9000 FAX: 623-476-1000
Contact: Amy Miranda 623-879-9000 x 505
Complimentary continental breakfast
Complimentary bedtime snacks, USA Today,
Exercise room (open 24 hours)

College/Department Contacts

New College of Interdisciplinary Arts & Sciences
Joyce Parks 602-543-6002
E-mail: joyce.parks@asu.edu

College of Teacher Education and Leadership
Maria Pompa 602-543-6304
E-mail: maria.pompa@asu.edu

Fletcher Library
Lyn Duron 602-543-8530
E-mail: lyn.duron@asu.edu

Parking Administration
Craig Pralle 602-543-7275
E-mail: craig.pralle@asu.edu

Human Resources
Payroll
Carolyn Tucker 602-543-8408
E-mail: Carolyn.Tucker@asu.edu

Human Resources
Faculty & Staff Benefits
Audrey Dumouchel-Jones 602-543-8406
E-Mail: Audrey.Dumouchel-Jones@asu.edu

Financial and Support Services
Phyllis Samuelson, Manager 602-543-7707
E-mail: phyllis.samuelson@asu.edu

Financial Accounting
Larry Carlson 602-543-7715
E-Mail: Lcarlson@asu.edu