Whether you choose option (1) Direct Procurement and Payment by the University or option

(2) Authorized Reimbursement, **you must complete both the** [**Relocation Authorization Form**](http://www.umt.edu/bussrvcs/Employees/Services/Procurement/Forms/Relocation%20Authorization%20Form.docx) **and the** [**Relocation Expense Tax Form**](http://www.umt.edu/bussrvcs/Employees/Services/Procurement/Forms/Relocation%20Authorization%20Form.docx).

**Process for Arranging Services for Moving/Relocation:**

1. Identify yourself as a University of Montana employee, your department, and provide the name & address of employee relocating
2. They will contact a local agent to perform an on-site survey
3. Once the on-site survey is completed, a copy of the estimate will be sent to the requestor to obtain approval. The [**Relocation Authorization Form**](http://www.umt.edu/bussrvcs/Employees/Services/Procurement/Forms/Relocation%20Authorization%20Form.docx)must be approved from an Executive Officer.
4. Once approved, there are three ways to secure services:
5. Go into GrizMart and complete the Contract Services Form (general section & section one only), which will issue a purchase order to the carrier. The billing invoice listing the PO # must be forwarded to Accounts Payable for payment at that time.
6. Pay with personal card up to the approved amount and request reimbursement via the [**Relocation Expense Tax Form**](http://www.umt.edu/bussrvcs/Employees/Services/Procurement/Forms/Relocation%20Authorization%20Form.docx). You must secure itemized receipts for **ALL** relocation expenses the University is to reimburse. [**Relocation Expense Tax Form**](http://www.umt.edu/bussrvcs/Employees/Services/Procurement/Forms/Relocation%20Authorization%20Form.docx) with **ALL** relocation expenses must be submitted to Business Services Accounts Payable within 30 days for reimbursement.
7. Pay with a university issued card (Procard). All receipts must be turned into UM Procard holder within 24 hours of charge.